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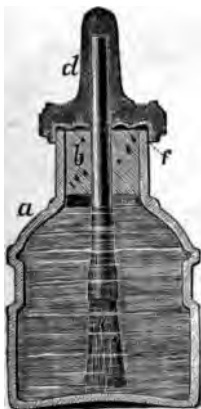
1893



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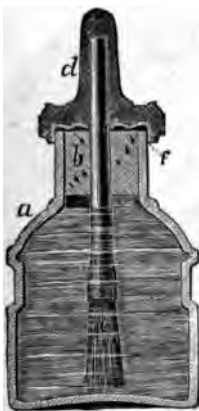
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**LIBRARY BUREAU**  
**BOSTON, NEW YORK, AND CHICAGO**

**1893**



A 14355

## PREFACE

This catalog is for three quite distinct constituencies — public libraries, private libraries or individual book owners, and commercial houses and public offices. Technical supplies designed for the first two may not all interest the last; yet, in 14 years' experience, we have found many business men adapting to business needs and using successfully many strictly technical library devices. The Card Index has a wider field today in business life than as the principal library catalog. The Shelf Sheet perforated blanks in binders are used instead of blank books, pamphlet cases for catalogs and price lists, scrap books for advertisements, notices and general notes. Many stores find library devices for supporting or labeling shelves the best obtainable, and the Decimal Classification guides in cataloging and arranging patterns and drawings in manufactories, and the stock of book and art stores; in fact, there is hardly a library article on our list that is not also used in offices, so that the Bureau, beside its mission of representing the focalized experience of the libraries, is finding a larger and equally interested clientage in wide-awake, energetic business men and institutions.

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The simplified spellings used, are recommended for general adoption by the most eminent English scholars now living.

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For years most important aids to libraries were impracticable for want of a business house to undertake the work of the Bureau. Greatly needed, it was started at a loss, and goes on only by hearty support. Some parts of its work lose money, but are much needed, and must be kept up; others barely pay expenses; others a profit. It is not patronage to use the losing and go elsewhere for the paying departments. We will always guarantee prices as low as equal quality can be had. We appeal to all friends of the modern library movement for their orders for everything we undertake to supply.

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**Consultation Department.** To give expert advice as to developing interest, raising funds, location, building, fixtures, heating, lighting, ventilation, care, selecting and buying books, binding, cataloging, indexing, classification, circulation, rules, help, and all the details of organization and administration, so as to secure the best results at the lowest cost, profiting by the experiments and experience of the rest of the library world.

**Publication Department.** To publish manuals for administration, indexes, and tables of classification, subject headings for shelves and catalogs, guides, labels, and various needed helps, practicable only through a cooperative agency.

**Supplies Department.** To furnish, of better models, materials, and workmanship, and at less cost than otherwise obtainable, all articles recommended by the Library Association and Library School, and to equip libraries, from smallest to largest, with the best known devices for cheap, convenient, and efficient use and administration. It is its purpose to supply the best for each use, and, if selection is left to the Bureau, the benefit of its unequalled experience and facilities is secured.

Except books and periodicals, these supplies include *everything needed* in the best equipped public or private library, covering the whole field as if there were no other source of supplies.

Many away from large cities, or not knowing where to go, or what prices to pay, waste much time in getting an unsatisfactory article, and often pay more than the best would cost, if bought with our facilities. To accommodate libraries and librarians, we allow anything wanted to be ordered through us, the cost never being more (it is often less) than if bought directly.

The Bureau aims to make itself indispensable to the libraries, and to prove to them by experience that the most convenient, cheap, and satisfactory course when anything is wanted is to come or write at once to it.

## Catalog Classification of the Library Bureau

|                                   |                                |                               |
|-----------------------------------|--------------------------------|-------------------------------|
| <b>10 Publications.</b>           | <b>20 Technical Fittings.</b>  | <b>30 Technical Supplies.</b> |
| 11 B'ibliography, Catalogs.       | 21 Shelving, Hoists, Trucks.   | 31 Blank Books.               |
| 12 Library Economy.               | 22 Card Cases and Bases.       | 32 Catalog Cards, I. size.    |
| 13 Cataloging.                    | 23 " Trays.                    | 33 " " I. "                   |
| 14 Essays, Addresses.             | 24 " Fittings.                 | 34 Blank Slips.               |
| 15 Library Periodicals.           | 25 Slip Cases and Trays.       | 35 Printed Forms.             |
| 16 " Associations.                | 26 Stamps, Daters.             | 36 Book Covers.               |
| 17 Special Libraries.             | 27 Indicators. Bulletins.      | 37 Labels. Shelf, Book.       |
| 18 Reading and Aids.              | 28 Book Supports, Braces.      | 38 Numbers. Metal, Paper.     |
| 19 Literary Methods.              | 29 Miscellaneous.              | 39 Miscellaneous.             |
| <b>40 Binders, Files, Scraps.</b> | <b>50 Standard Stationery.</b> | <b>60 Desk Fittings.</b>      |
| 41 Needle and Cords.              | 51 Blank Books.                | 61 Paper Shears.              |
| 42 Metal Fasteners.               | 52 Letter "                    | 62 Copying Apparatus.         |
| 43 Pasted. Stubs, Scraps.         | 53 Writing Papers.             | 63 Erasers, Knives, Openers.  |
| 44 Pocket. Envelopes.             | 54 Envelopes.                  | 64 Clips, Pads, Weights.      |
| 45 Pamflet Cases. Boxes.          | 55 Pens, Pencils.              | 65 Penholders, Racks.         |
| 46 Spring. Clamp.                 | 56 Inks, Mucilage.             | 66 Ink and Mucilage Stands.   |
| 47 Pigeonholes.                   | 57 Rubber Bands.               | 67 Desk Cabinets. Boxes.      |
| 48 Files and Index. Cabinets.     | 58 Clasps, Pins.               | 68 Rulers.                    |
| 49 Miscellaneous.                 | 59 Miscellaneous.              | 69 Miscellaneous.             |
| <b>70 Furniture.</b>              | <b>80 Labor-Savers.</b>        | <b>90 Miscellaneous.</b>      |
| 71 Bookcases.                     | 81 Duplicating.                | 91 Phonetic Publications.     |
| 72                                | 82 Manifold Books.             | 92 Shorthand "                |
| 73 <i>Revolving.</i>              | 83 Printed and Pat. Indexes.   | 93 Metric "                   |
| 74                                | 84 Pocket Devices.             | 94 Printing.                  |
| 75 Tables.                        | 85 Fountain Pens.              | 95 Binding.                   |
| 76 Desks.                         | 86 Book Holders, Rests.        | 96 Light. Lamps, Shades.      |
| 77 Chairs.                        | 87 Wall and Chair Tables.      | 97 Heat.                      |
| 78 Stands, Racks, Easels.         | 88 Writing Machines.           | 98 Ventilation.               |
| 79 Miscellaneous.                 | 89 Miscellaneous.              | 99 Miscellaneous.             |

**Explanation.** All supplies are divided into the 9 classes above. Each class is again divided and numbered; e. g. *book covers* is the 6th division of class 3, *technical supplies*. All book covers are therefore numbered 36. Different kinds are numbered 36*a*, 36*b*, etc. Where the variety of sizes or qualities of any kind require, numbers added to the letter distinguish; e. g. 36*a*3 would mean book covers, style *a*, size 3. In this way all allied articles are kept together in the catalog, which is arranged by these numbers and letters. Articles superseded by better are dropped from the list, and new ones are added without impairing the classification. The alphabetical index at the end of the catalog refers directly to each article by this class number. This number is therefore the most definite description to use in correspondence, orders, price lists, and bills. *Always give number or date of catalog used as printed on its title.* This classification is of great service to ourselves, in handling a stock of almost infinite variety, and, because of its relative arrangement, will be so to our customers, if they devote a moment to understanding it.

**11a. Reading for the Young.**—A classified and annotated catalog, with an alphabetical index of authors, by John F. Sargent. 1 vol. 8vo., 123 pp.

Published by the Library Bureau, under the direction of the American Library Association Publishing Section. Mr. Sargent, its compiler, who was librarian of the Paterson, N. J., Public Library, gave much time for several years to this work, and since his lamented death it has been carefully completed and thoroughly revised by his sisters. It presents a select list of books suitable for young people, not confined to those usually known as "juveniles," but taking a wide range in general literature. The titles are arranged under subject-headings covering all departments of reading, and are accompanied by descriptive notes, intended to show the character and value of each book; under each heading the book-titles are followed by references to the best articles on the subject in the leading young folks' periodicals, making a very full exhibit of accessible sources of information for young people on all subjects. The author-index at the end indicates at once where any particular book is placed in the classification.

Librarians and teachers will find this book of great service in guiding the reading of the young; many public libraries will distribute it to their young readers, and it will be supplied in quantities at very low rates. Special editions will be furnished with extra printing (library numbers, etc.) when desired.

The attention of parents who wish to direct the reading of their children is called to this book as an invaluable aid. What better present for a child with a taste for reading than this?

To booksellers this work, with its liberal wholesale terms, offers an opportunity, not only to make a fair profit, but to lay the foundations for future trade by educating customers and stimulating the demand for good books.

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Address all orders to LIBRARY BUREAU.

## Sample page from Reading for the Young.

## AGRICULTURE:—DOMESTIC ECONOMY:—TRANSPORTATION:—TRADES.

- Roberts, A. W. Growing walking canes. *Harper's Young People* 5: 539. ('84)  
 Sage, Agnes C. Nuts. *Harper's Young People* 6: 786. ('85)

## DOMESTIC ECONOMY.

- Girl's room, A.** (a)  
 Teaches agreeable ways of making rooms and homes pretty with little expense; how to darn, mend, etc.  
**Goodwin, Christina.** How they learned housework. (a)  
 Four young girls' first efforts in sweeping, dusting, plain and fancy cooking.  
**Kirkland, Mrs. E. S.** Dora's housekeeping. (a)  
 A young girl's experience in housekeeping, while her mother is away to regain her health.  
 — Six little cooks. (b)  
 Some little girls amuse themselves by learning to cook, and afterward give an entertainment to prove their success.  
**Lothrop, Harriet M.** (*Margaret Sidney*.) New departure for girls. (a)  
 How two young girls without accomplishments, when left penniless, turn a gift at darning to account; gives excellent advice to girls.  
**Owen, Catherine.** Gentle breadwinners. (a)  
 Directions in story form for making candy and cake for sale.  
**Power, Mrs. S. D.** Anna Maria's housekeeping. (a)  
 Experiences in beginning housekeeping, pointing out mistakes and suggesting remedies.  
**Pratt, Ella [Farman].** Cooking club of Tu-whit Hollow. (ab)  
**Whitney, Adeline D. T.** Just how. (a)  
 Reliable receipts in all departments of cooking, with other valuable elementary knowledge not generally in cook books.

- Aunt Marjorie Precept.** Fine art of cooking. *Harper's Young People* 3: 360. ('82)  
**Cooking clubs.** *Harper's Young People* 2: 589. ('81)  
**Herrick, Christina T.** Employments for girls. *Harper's Young People* 9: 17. ('88)  
 — What boys and girls should wear. *Harper's Young People* 9: 487. ('88)  
**Huntington, Emily.** Kitchen garden school. *Harper's Young People* 9: 269. ('88)  
**Kirkwood, Louise J.** Kitchen garden school. *St. Nicholas* 10: 928. ('83)  
**Lillie, Lucy C.** Pot-pourris. *Harper's Young People* 10: 548. ('89)  
**White, Sallie Joy.** Bread-making. *Wide Awake* 29: 137 [sup.]. ('89)  
 — Cooking in the public schools. [Boston] *Wide Awake* 28: 9-89 [sup.], 29: 105-137 [sup.]. ('89)

## TRANSPORTATION AND COMMUNICATION.

- Allen, G. G.** Universal phonography. (a)  
**Dolbear, A. E.** The telephone. (a)  
 An account of the phenomena of electricity, magnetism,

and sound, as involved in its action; with directions for making a speaking telephone.

- Jones, R. J. Cornwall.** Ships, sailors, and the sea. (a)  
 Book of reference on different kinds of vessels, light-houses, signals, lightships, flags, etc.

- Bunnell, J. S.** Cable cars. *St. Nicholas* 6: 7. ('79)  
**Camp, Eugene M.** Telegraphy as a profession. *Harper's Young People* 9: 806. ('88)  
**Flint, Jas. H.** Cabling. *St. Nicholas* 1: 388. ('74)  
**Henderson, W. J.** Compass bearings. *Harper's Young People* 10: 631. ('89)  
 — Danger angles. *Harp. Young People* 10: 699. ('89)  
**Lewees, J.** The boys' own phonograph. *St. Nicholas* 7: 215. ('80)  
**Linn, W. A.** Telegraph boys. *St. Nicholas* 7: 151. ('80)  
**Rideing, W. H.** Atlantic cable. *St. Nick.* 5: 327. ('78)  
 — Life saving on the coast. *St. Nick.* 1: 336. ('74)  
**Traverse, Major.** The pilot boat. *St. Nick.* 2: 351. ('75)  
 — The pony express. *St. Nicholas* 1: 641. ('74)  
 — Railroads. *St. Nicholas* 3: 81. ('76)

## MANUFACTURES AND TRADES.

- Boy's workshop, A.** (ab)  
 Instructions for furnishing a work shop, use of tools, making useful and ornamental articles, how to photograph, etc.  
**Griffith, Rob.** Boys' useful pastimes. (ab)  
 Use and care of tools, instructions for making toys, household ornaments, scientific appliances.  
**How to use wood-working tools.** (a)  
 A manual of instruction.  
**Kirby, Mary and E.** Aunt Martha's corner cupboard. (b)  
 How China dishes are made; where various articles in a cupboard come from and are prepared.  
**Lukin, J.** Amongst machines. (a)  
 Describes mechanical appliances, glass-making; how pins, screws, bolts, and other things are made.  
**Manson, George J.** Ready for business; or, choosing an occupation; practical papers for boys. (a)  
 Considers opportunities afforded by different trades and professions; what is necessary in order to acquire a knowledge of them, etc.  
**Same.** *St. Nicholas* 13: 212-300 ('86), 14: 627-947 ('87)  
**Sauzay, A.** Wonders of glass-making. (a)  
 History of glass-making; how mirrors, bottles, thermometers, optical glasses, etc., are made.  
**Uncle Lawrence.** Young folks' queries. (b)  
 In story form, tells about the manufacture of pins, needles, candles, matches, etc.  
**Vance, F. T., and others.** Ways for boys to make and do things. (ab)  
 How to make kites, tents, menageries, boats, and snowshoes; instructions for walking, skating, tree culture, etc.

- Amateur's workshop.** *Harp. Young People* 9: 167. ('88)  
**Bolton, C. E.** Paper. *St. Nicholas* 11: 808. ('84)



**11h. Harvard Subject Index.** Library of Harvard University. Special publications. II. Index to the subject catalog of Harvard College Library. 4 + 165 p. Q. Cambridge, Mass. 1886-91.

**Brief Description.** The Index to the Subject Catalog of Harvard College Library includes about 15,000 topics. This catalog is classed, the main headings, about 500 in number, being in alfabetic order. Under most of these main headings are grouped, sometimes in several subdivisions, large numbers of related minor topics, which are also arranged in alfabetic order. It is these minor topics which, along with the main headings and other subdivisions, form the material of the Index which presents them all in a single alfabet. A large number of cross references are included, both to synonymous terms and to related subjects. One large class of references, such as a dictionary catalog requires, viz., from general subjects to special topics, is not given, being unnecessary in the Harvard catalog, where special topics are placed directly under general heads. The following are likewise omitted: Names of persons; names of places; names of languages; the country or language divisions of various forms of literature, or French drama, German poetry, etc.; the scientific (and to some degree the common) names of plants and animals, and of chemical and medicinal substances. This throws out a very large mass of items which would be of but little use here, but which have to be included in an index such as that of the Dewey classification.

Tho compiled solely for the use of the Harvard library, it is very valuable to other libraries as it is by far the most extensive list of subject headings yet printed.

This index represents years of skilled labor on the famous Harvard catalog, and every cataloger who really studies the subject will include this volume among his reference books.

Price, cloth, \$2.00; sheets, \$1.75.

**12. Decimal Classification and Relative Index.** For arranging, cataloging, and indexing public and private libraries, and for pamphlets, clippings, notes, scrap books, index rerums, etc. By Melvil Dewey, Director New York State Library and Library School; Pres. American Library Association. Published by the Library Bureau.

**Brief Description.** All known subjects are grouped into 10 classes numbered with the digits, 0-9; e. g. 5 is Science. Each class is treated as a separate library and divided into ten divisions numbered likewise; e. g. 51 is Mathematics. Each division has 10 sections; e. g. 513 is Geometry. Many of these sections are further divided so that the minutest topic may have a specific number, all after the first three figures being arranged as decimals. Thus 331.89 is Strikes, or to give the meaning of each figure in order (as would be seen at a glance in the book) — Sociology; Political Economy; Capital, Labor, and Wages; Laboring Classes; Strikes. All subjects in the scheme are arranged in simple arithmetical order, and the great Index in a single alfabet enables a novice to assign the minutest topic to its exact place in the classification or to find anything already assigned by the quickest and cheapest method yet discovered. Full directions are given for applying this system to its manifold uses and also for variations to meet special cases.

This scheme, first printed in 1876 in 40 pages, had 1,000 heads in the Tables and the largest Subject Index then printed. This edition (third) has many subjects divided a hundredfold more minutely; the Index has 20,000 headings; while a column explanatory of the scope of each topic, distinctive type, and improved arrangement add greatly to the accuracy and rapidity of reference. Ample space is given for ms. notes in the tables, and various editions provide for special wants. It is equally adapted to the largest public or smallest private collection, to books on shelves, pamphlets in cases, clippings in scrap books, cards in catalogs, notes in boxes and trays, etc. Wherever compared for economy and ease of adoption and use, it is chosen above all others. No person interested in libraries can afford not to investigate this system now adopted more widely than any half dozen others.

**Price postpaid.** Fourth edition, 1891, revised and greatly enlarged. Half Turkey, gilt top, A. L. A. binding, \$5.00. Full Persian morocco; flexible, red edges, \$5.00. Full Turkey, flexible, full gilt, \$6.00.

A 32-page pamphlet with full explanations and suggestions of its great practical value to every literary worker will be sent free to any applicant by the publishers.

**13a. Card Catalog Rules.** Library School Rules for author and classed catalogs, with 52 fac-similes of sample cards, 3d edition (1891), edited by Melvil Dewey, Director of New York State Library and Library School, Secretary American Library Association, with bibliography of catalog rules by Mary Salome Cutler, instructor in cataloging in the Library School. Published by Library Bureau.

These rules were very carefully made up from the A. L. A. Code five years ago. Since then they have been in daily use in the Columbia Library training classes, and the 3 years in the Library School. For over 3 years they have been in type, subject to constant criticism and suggestion from those needing their help, and hundreds of minor changes in wording and illustration have been made in the effort to make them as perfectly as possible an invaluable guide to catalogers.

The graphic illustrations form the most important feature. Fifty-two fac-simile cards were found necessary to fully illustrate all the points. These include all details: the names, titles, imprint, capitals, spacing, indentation, reference and call numbers. They are printed twice in order to show the red down lines in proper position, and blue ink is indicated by special type. Beside these it has such marginal explanations, amplifications and variations from previous rules, as have good authority; variations being printed in italics, the others in roman types. Nothing so complete has been made before.

**Library School Accession Rules.** [See 31a.] The basis of these rules was first written by the Sec. of the A. L. A. for *Library Journal*, vol. 1, p. 315, with the description of the Standard Accession Book, which was (1877) adopted by the Coöperation Committee of the A. L. A. They were later revised and used in the preface to this Accession Book. They are now reprinted with additions, and such modifications as use has proved wise, and the frequent adoption of the Condensed Accession Book made necessary. A sample page, written in the library hand, illustrates every rule, and is invaluable to the cataloger. Price in pamphlet form, 50c.

**Library School Shelf List Rules.** [See 31i.] The outgrowth of 15 years' use of the L. B. shelf sheets, and of 3 years' experience in teaching shelf listing in the School, they cover the constant questions that arise, and are fully illustrated by sample pages, showing method of filling out both, the 20 x 25 cm, and the newer, 10 x 25 cm forms. Uniform with Card Catalog and Accession Rules, pamphlet form, 25c.

All are printed on finest paper 25 x 17.<sup>5</sup> cm, allowing margin for side notes. The regular edition for the use of catalogers is interleaved with linen paper to admit of individual additions.

Card Rules, Accession Rules, and Shelf List Rules, bound together, postpaid, in paper covers, \$1.00; in ½ genuine turkey morocco, \$2.00; in full flexible persian morocco, interleaved, cataloger's edition, \$2.50.

**13b. Cutter's Decimal Author Table.** A scheme giving to each work its own exclusive book number, so contrived that the books stand on the shelves alfabeted by authors under each subject. With the relative location, now so largely adopted by libraries, this system makes indefinite intercalation of books possible in a very simple manner. It not only brings all of an author's works upon one subject together upon the shelves, but allows of arranging still closer by dates or by alfabeting under title, as desired. . Devised by C. A. Cutter, Librarian of the Boston Athenæum, it has grown from its use in that library to a wide adoption in others, as a satisfactory solution of one of the problems of close classification. Full explanatory circular mailed on application. The Tables are mounted on boards, strongly hinged together, and fold into compact form. Price, postpaid, mounted, \$1.25; in a sheet, \$1.00.

**13c. Perkins Manual.** San Francisco, Cataloging for Public Libraries. A manual of the system used in the San Francisco Free Public Library, by Fred B. Perkins.

This volume of 53 pages is one of the most suggestive obtainable by the young cataloger. For 25 years Mr. Perkins has been engaged in cataloging and allied work, and he has put in clear, concise form the results of his experience for the use of other catalogers. His experience was in the New York Mercantile Library, the Boston Public Library during the period of its greatest development under Mr. Winsor, and later in the Library Bureau, where he was consulting librarian till he was called to the San Francisco librarianship. His purpose was to make a volume better suited for beginners in cataloging than either the A. L. A. or Mr. Cutter's rules. He illustrates his rules by sample cards and detailed instructions, and finally by sample pages, the form of dictionary catalog based on a classified system, which he insists is the only possible way of meeting the grave difficulties. Beside this matter there are given in a very condensed form many practical notes which enable the young librarian to utilize the author's peculiar skill and experience. Those who do not agree with Mr. Perkins' views will find his rules exceedingly suggestive and valuable.

**Perkins Classification.** A rational classification of literature for shelving and cataloging books in a library with Alfabetical Index, by Fred B. Perkins.

This pamphlet of 57 pages gives in compact form, for the practical use of those who may select it, the scheme which the author has worked out with great care for use in his library. This is numbered and indexed similarly to the widely used Decimal Classification, of which its author is the chief critic. It illustrates the author's personal views, and is one of the best practical working schemes in print. Those who prefer the commonly used Decimal System will find this work very suggestive and valuable. Price of Manual and Classification, bound together in paper covers, postpaid, \$1.00.

**13e. Eclectic card catalog rules.** Author and title entries based on Dziatzko's "Instruction" compared with the rules of the British Museum, Cutter, Dewey, Perkins, and other authorities; with appendix containing a list of Oriental titles of honor and occupations; by Klas August Linderfelt, Librarian of the Milwaukee Public Library. Boston, Charles A. Cutter, 1890. 8 + 104 p. O.

"Prof. Dziatzko's work," says Mr. Linderfelt, "is a marvel of ingenious condensation, lucidity, and completeness. It would have been impossible to evolve out of mere theoretical reasoning such an array of minute directions as to the manner of proceeding in the innumerable variations and peculiarities of book making, which are the result of the vagaries of authors, publishers, and printers of the last 450 years, and now contribute their share toward making the life of the conscientious cataloger a burden. On the contrary, Prof. Dziatzko's rules are the outgrowth of the actual passing through his own hands of every one of 340,000 cards and the 330,000 books and pamphlets which they recorded; and the examples he cites are actual existing facts."

Taking this as a foundation, Mr. Linderfelt has prepared a manual suited to the needs and habits of the American cataloger, who, in many respects, has very different ideas from his German cousin, and has made it in a way an epitome of all rules by his references to other codifiers.

The publisher said at the Fabyan House Conference:—

"Being unwilling that so much good work should be lost, I am printing it myself. It is not the foolish affection of a foster-father that makes me believe the book to be of the very highest importance to all catalogers. While I naturally hope it will not entirely supersede my own Rules, I see that it presents the subject under a very different aspect and in a new order. A cataloger who loves his profession, and wishes to broaden his views, will profit greatly by comparing the two treatises. Another thing: examples are always interesting. Herr Dziatzko's work was profuse in examples, and Mr. Linderfelt has supplied still more. Besides this, Mr. Linderfelt has added, in an appendix, a list of Oriental titles, with their translations,—something that is not to be found, so far as I know, anywhere else in literature."

The book is excellently printed and well indexed. Its price is:—

|                                                           |        |
|-----------------------------------------------------------|--------|
| In paper covers . . . . .                                 | \$1.25 |
| In cloth boards . . . . .                                 | 1.50   |
| In half goat, A. L. A. style (very substantial) . . . . . | 2.00   |
| In flexible Persian morocco, interleaved . . . . .        | 2.50   |

Orders may be addressed to LIBRARY BUREAU.

**15a. Library Notes.** A journal of improved methods and labor-savers for librarians, readers, and writers, edited by Melvil Dewey, Secretary American Library Association, Director N. Y. State Library and Library School.

It is the aim to fill 300 royal 8vo pages of each volume with the matter that long study and experience have led us to believe will do most in making libraries more efficient as an educating, elevating force in the community; that will best show librarians how to accomplish a greater good with the means at their disposal; that will stimulate and increase popular interest and faith in public libraries as the necessary complement of the public schools; that will help readers, whether in public or private libraries, to accomplish the largest possible work in a given time, by making available every labor-saving method proved of practical value; and to be first, last, and always practically helpful.

It is not a literary paper. It is not to review books. It is not a newspaper to record items of library history, biography, etc.

It prints for reference, rules, tables, receipts, and detailed directions, such as the active librarian is liable to require for actual use. It records the results of experiments and experience in library management, pointing out mistakes to be avoided, and giving models proved safe to follow. It is its purpose that each number shall help the librarian as much as possible to make his administration successful and economical.

The editor, as Director of the Library School, is surrounded constantly by most valuable material for the *Notes*, a feature of which will be the preservation, in print, for reference, of the best results of the studies and experiments conducted in the School. This material is simply invaluable to every one actively interested in library work.

Another feature is "literary methods and labor-savers," devoted to practical, helpful rules, notes, and hints for every reader and writer who would accomplish the most possible with his time and strength. No person who works at the desk or in the study can afford not to take this practical aid.

Sample number for 10c. Prospectus sent free. Published quarterly, at \$1.00 per year. To Europe 4s. Address the publishers: Library Bureau.

**Back Volumes.** Every one connected with or interested in library work, not possessing these handbooks, should secure them if possible. Vol. 1 is already very scarce, and the few complete copies remaining can only be had at double subscription price. With the increasing number of new libraries that must have this volume, it will soon be unobtainable. Vols. 2 and 3 are still offered at \$1.00 per vol.

**Prices.** Vol. 1, unbound, \$2.00; bound in cloth, \$2.50; in ½ turkey morocco, A. L. A. binding, \$3.00. Vols. 2 and 3 are pagged and indexed as one vol. The 2 vols. bound into one book, in cloth, \$2.50; in ½ turkey morocco, \$3.00.

**15b. Library Journal.** The most important and economical investment for a library, new or old, is a set of the first five vols. of this official publication of the Library Associations of America and the United Kingdom.

The *Journal* was founded in 1876, at the Centennial, as a means of recording the results of the extended studies and experiments in all the best managed libraries, large and small, thruout the world. Committees of those librarians best fitted for the work, for the first five years worked faithfully collecting the results of experiment and experience, and from careful comparison recommended the best for the various uses of large and small libraries. Thus this set of books answers authoritatively a great portion of the thousands of questions that arise constantly in every library. It really contains more on these subjects than all the rest of the language together, and is simply indispensable in any library wishing the best and cheapest methods. Tho the cost has deterred some very poor libraries, a single suggestion has repeatedly saved directly many times their cost. The set comprises the best results of the labors for five years of the best living authorities on library subjects, who considered, not alone the questions which arose during that time, but for the purpose of aiding other libraries deliberately reviewed other questions likely to arise.

This indispensable work is out of print; and, as no plates were made and its extent and cost make reprinting impossible, it will soon be unobtainable. We have a few sets in perfect order, with indexes, titles, and plates, and offer the complete set of five vols. for \$50.00 unbound. The best regular A. L. A. 1-2 Turkey morocco binding costs \$1.25 per vol. extra. As so many of the new libraries must have this set at some price, and the supply is so nearly exhausted, no better investment in books can be made than to buy and hold for the certain increase in price, to say nothing of the great service they will render an active library. We have some extra copies of vols. 4 and 5, which contain the most valuable matter in the set. These can be had separately at \$6.00 for vol. 4, and \$5.00 for vol. 5, till the extra copies are taken. Volumes 1, 2, and 3 will not be sold outside the set.

**Vols. 6-17.** These are hardly less valuable and necessary than the first five, and we recommend every live library, not now possessing them, to secure them next after getting the first five volumes, and then to subscribe for the current year. At present (1893) vols. 6-17 can be had for \$90.00.

Total cost of vols. 1-17 inclusive, \$140. Subscription to current volume, \$5.00. Subscribers receive with current issue the *Literary News* as a supplement, but not with back volumes.

**21a. L. B. Book Truck.** One of the most useful devices ever made for an active library. Will save its cost each year in books and time. The Truck is 100 cm (40 in.) long, 100 cm (40 in.) high, and 30 cm (12 in.) wide. The shelves hold two rows each, or six full shelves of books; i. e. nearly as much as an entire book-case. All these are in position to examine and handle while sitting,—a great gain when checking bills, cataloging, etc., as it saves bending over tables or repeated handlings.



The special LIBRARY BUREAU WHEELS made by us for these Trucks are very heavy, large, and covered with rubber, so that the entire load may be moved with the greatest ease and noiselessly. The peculiar adjustment of these wheels allows a rotary motion, so that the loaded Truck is a REVOLVING BOOK-CASE of the most convenient kind, and enables the Truck to follow narrow aisles and make sharp turns impossible to any other form; while the rubber shields on the sides make injuring of woodwork impossible. These various features make the Truck indispensable where once used.



The books when taken from the box or package are placed on the TRUCK, which is rolled from one desk or department to another, till bills are checked, all the various records and catalogs written up, plates, labels, and numbers put in, etc., etc., and the books reach their permanent shelves. In all moving, cleaning, and re-arranging, the Trucks are in constant use, as well as in returning books to shelves from the Loan Desk. The books as returned are set on their proper Truck shelf; and when the Truck is filled a boy rolls it around the aisles and through the alcoves, and replaces the books, which in all this work stand on firm shelves uninjured, while without the Truck they are carried in armfuls, bindings are scratched and wrenched, threads broken, and the books seriously injured. For these heavy loads and constant use we find the very best material and workmanship none too good. The Trucks are of polished, quartered oak, strongly braced, the sides covered with rubber to protect from injuring furniture, and the wheels are fitted with great nicety and perfection, to secure easy, **noiseless** working and the ability to run the truck around corners and in narrow aisles.

**21a. L. B. Book Truck, 4-inch heavy rubber wheels \$25.00**

**21b. Book Truck.** Besides the standard L. B. above, we make one of a lower grade and of the same size, but fitted with smaller wheels, and not entirely noiseless. These are satisfactory in many cases, though not as well finished or as easy running. There is less rubber mounting, but sufficient to keep the truck from marring fine finish, with reasonable care. Made in ash only. Price . . . **\$15.00.**

**21e. L. B. Book Tray.** For the same purposes as the L. B. TRUCKS, but holding only one eighth as many books. Like the Trucks these are of polished, quartered oak with rubber mounting, to guard against noise or scratching of tables when set down. Handles at the end make them convenient for moving about, and broad, adjustable carrying straps with spring attachments allow the entire tray-load to be suspended from the shoulders, so that both hands are free for handling books. Care is taken in the construction to get the best size, balance, etc. These TRAYS are used wherever several books are to be carried about; e. g., a cataloger takes a half shelf of books on a Tray and sets it on her table. Each book is replaced as fast as cataloged, and the entire Tray-full is carried from one table or department to the next, and finally to the shelf again, saving the injury from careless handling. Like the L. B. BOOK TRUCK, the Tray saves much time, protects the books, and is of great convenience and utility. Those who have used them find them indispensable.

**21e. L. B. Book Tray** of polished, quartered oak, rubber mounted, complete with straps for carrying from the shoulders . . . . . **\$4.50**

**21f. Same, without straps** . . . . . **3.00**

**21s. L. B. Steel Stack.** This is an entirely new invention. The uprights are made from rolled steel, which affords the greatest structural strength with the least possible loss of space and light. One center upright takes the place of three in the ordinary double-face

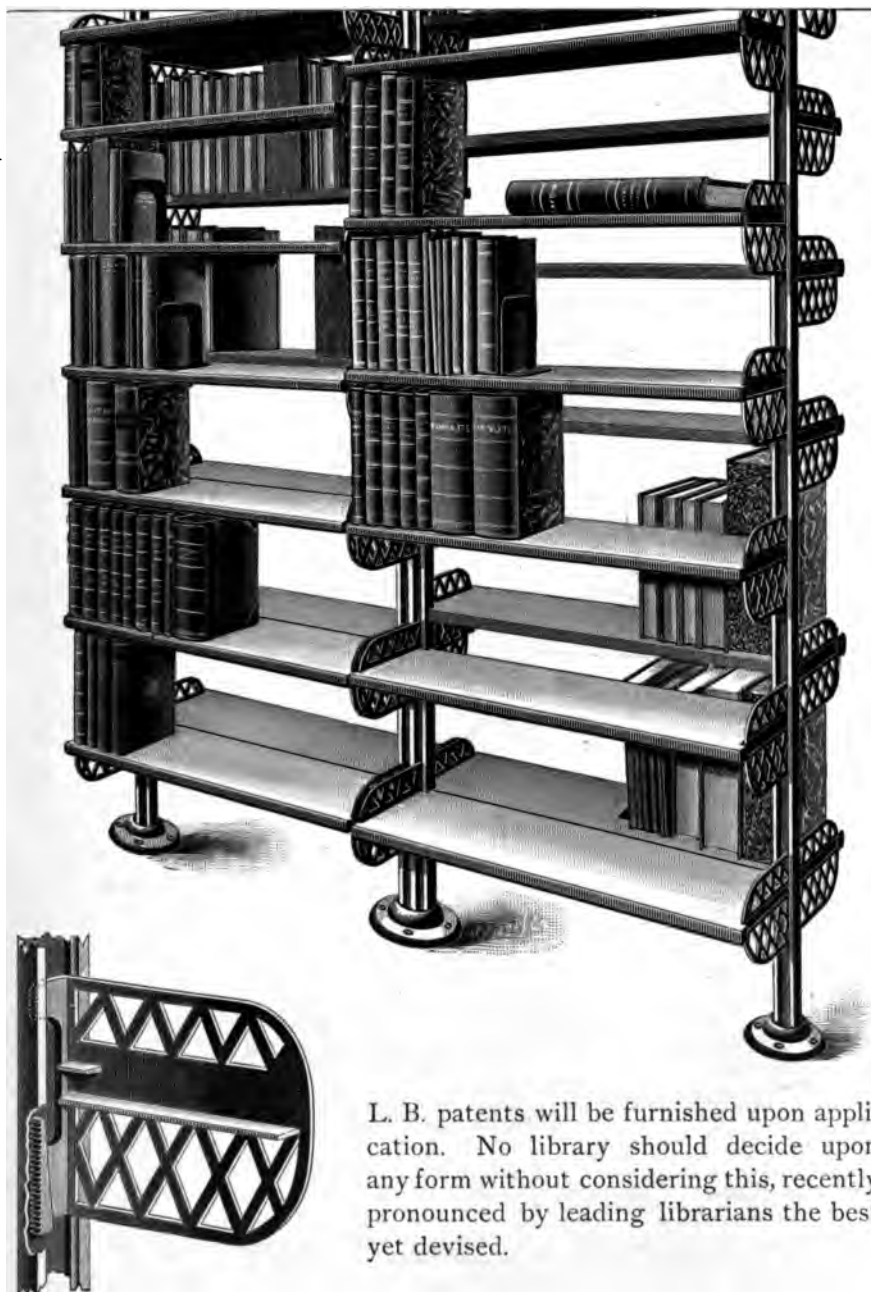


pipe stack. Shelves can be adjusted with ease to any desired point. This is the only form of stack giving absolute adjustability — a feature that in some instances saves ten per cent of shelving capacity.

While the construction allows of elaborate decorative treatment in

rooms open to the public, the simple form is at once the most effective and the cheapest iron shelving for the main stack-room.

Designs and estimates for any shelving that involves the use of the



L. B. patents will be furnished upon application. No library should decide upon any form without considering this, recently pronounced by leading librarians the best yet devised.

Manufactured and controlled solely by the **LIBRARY BUREAU**, Boston, New York, and Chicago.

## CARD SYSTEM vs. BLANK BOOK INDEXES.

Every one who handles large lists of addresses or keeps in convenient order miscellaneous facts knows the great difficulties involved. Ingenious devices have been invented, and wonderful computations made as to the possibilities of alphabetizing, some involving the close classification of a million names from directories. Records and indexes have been based on the results. But fitting these calculations to some prospective list is like making a suit of men's clothes for a ten-year-old boy in anticipation of his growing to the form and size prescribed. He fails to do so. Arms protrude, space is in the wrong place, the coat won't button; and yet the chances of a good fit were better than that needs will agree with prescribed space in these inexpansive, arbitrary indexes. Libraries recognized this difficulty in their work years before the great and growing records of commerce, invented the card index, and discarded blank books for their indexes. Until recently its use has been confined to them, but somehow with the customary avidity of commercial life business men caught the idea, and without the influence of active propagation have to a wide extent adopted it.

All the features that make it "the greatest library invention" apply equally to commercial lists. Blank book indexes with the wisest planning are sure to fill up irregularly and never give perfect alphabetical arrangement for any list in a state of growth, while the card index can be maintained in absolute arrangement without limit to number of entries.

Blank book indexes give no power of elimination. When they become clogged with obsolete matter (as they will where lists are changing) they have to be rewritten to discard the dead material. In the card index any entry may be removed without affecting the others a particle.

Again, in the blank book index the larger the number of names the greater the difficulty in finding a given one under the best devised system, while with cards, in the language of the secretary of one of the largest old-line life insurance companies, "whether a list have 4,000, 40,000, 400,000 or 4,000,000, a given name can be found with the same facility."

Savings banks substitute it for the cumbersome and often to be rewritten blank book index of depositors and for recording signatures and points of identification; large manufacturing concerns use it in cataloging patterns, drawings, keeping costs, etc.; insurance companies for policy holders' index and for statistics; railway systems in keeping brief record of important points in their history, indexes to records, lists of employes; in fact, it is as great a labor saver to the business man as to the librarian.

## Card Catalog

"It is hardly necessary in 1886 to say that every library should have a card catalog instead of any of the various clumsy substitutes, for its enormous advantages over the other systems have been almost universally acknowledged and it hardly seems credible that any one familiar with the library world would even raise the question as to whether the card catalog was the best form for the official library record by authors and subjects. . . . While there is wide difference of opinion as to the best form of catalog to supply to the public, all agree that an author index on cards kept up to date is a necessity of safe administration, to guard against buying duplicates and chiefly to answer most directly and quickly the constant question — is such a book in the library?" — *Lib. Notes*, vol. 1.

**The Card Catalog** is a series of cards properly ruled for their special use, of exactly the same size, and standing on the edge in drawers, boxes, or trays. They may be arranged alphabetically on any plan, by subjects, numbers, or dates. Blocks, guides, cards, devices to prevent drawers from spilling or cards from being misplaced, locks, and label-holders and various other ingenious and almost essential accessories are now used by all who know of them. The great feature which has caused librarians the world over to count the card catalog as the greatest library invention, is the ease of keeping it up to date and in perfect order. A new card can be put into place anywhere at any time. A single reference takes the place of search thru pages of mss. It never becomes out of date or useless. Anything can be removed, if wished, by simply lifting out its card. The guards allow cards to be added or withdrawn by the proper person with the greatest ease, but prevent others from removing or confusing their order. The cards, being cut by special machinery to an exact size, are turned thru the fingers with great rapidity in looking up any matter, and the guides enable one to open very near the exact place at sight, and every card has the name, number, or subject by which it is arranged written on the upper edge. From an author's catalog it has spread to an almost infinite application. Every list, record, index, etc., that is in a state of growth can be thus kept with great saving of labor. Business houses find it invaluable for lists of goods, customers, discounts, and the 1,000 growing records of commerce. Science adopts it even more widely, and its use is spreading with growing rapidity. Each item being on a separate card, the whole may be rearranged over and over by simply shuffling into the new order. There is no copying nor waste of labor. Its enormous advantages once learned from use of a perfect outfit, it is sure to be applied to new uses.

## Indexing Department

ONE result of the great increase in the use of the Card Index by commercial houses has been the organization by the Bureau of a special department for writing, arranging, and maintaining of indexes. It has at the present time more than 150 such indexes under its care, and undertakes to copy any list, arrange the cards in alphabetical order, print the guides, and deliver to the user, complete with case and fittings, guaranteeing every detail to be as perfect as fifteen years' experience can dictate.

Any novice who has undertaken such work will testify that arranging the cards for a large list of names involves greater skill and more expense than copying or writing. The Bureau, with its trained assistants, can do this work with greater accuracy at less cost than untrained employees. We have recently (1891) completed a list of over 250,000 names for one of the largest savings banks in New York, at a saving to them of more than \$1,000, beside giving the most perfectly arranged index possible.

Where a list is often consulted for names given orally and the correct spelling is not known, those phonetically the same are arranged under one spelling, cross references being made from all variations. The guide marking this group is headed with the accepted spelling, and also shows the variations included under it. The amount of labor involved, the great care in reading, and the knowledge even of what names have a common pronunciation, is not easily conceived. The Bureau not only undertakes this work in Boston and New York, but sends its corps of experts to any locality, under the guaranty that the indexing will be done at less cost, more accurately, and the change from blank books to cards made without interruption of daily routine duties; in other words, a bank, municipal office, life or title insurance company, or any business house, may order its card index with no greater responsibility for results than in selecting and buying a desk or other office appliance, except to give the Bureau agent access to its records.

The cost of writing, arranging, and guiding is dependent upon so many conditions that each contract must be a matter of special estimate. Correspondence solicited with all who have indexes to make.

**Card Cataloging.** — Many libraries, as a result of increased knowledge among library trustees of better library methods and the enhanced usefulness of a library properly classified and cataloged, are reorganizing and bringing their administration in accord with advanced library thought. The Bureau undertakes contracts for organizing new libraries or reorganizing old ones, in accordance with the latest developments of library science, taking full charge of such work, or it will send from its corps of experts those thoroughly competent to act in the employ of the trustees.

### Description and Price List of Outfits

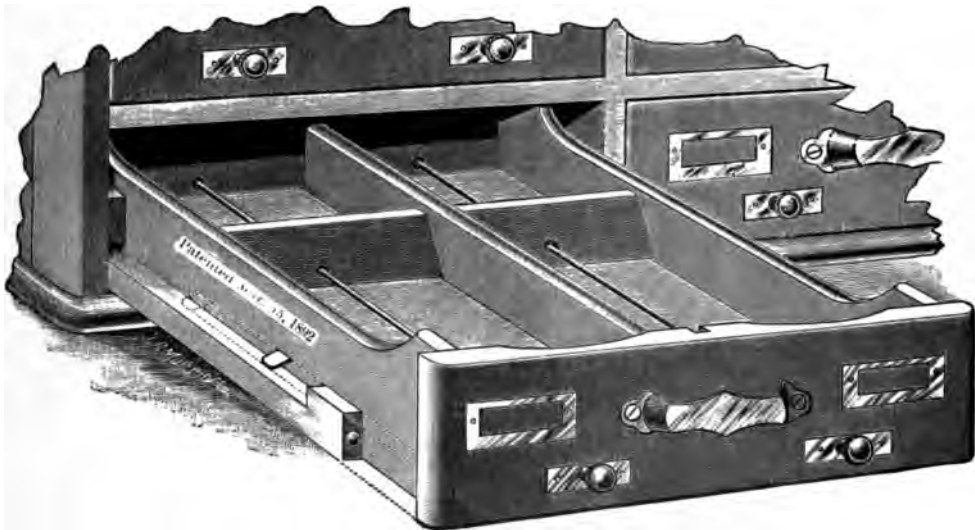
Perfection of details is of the utmost importance in securing the best working outfit, and this comes from experience rather than cost. Those offered by the Library Bureau represent the experience of the Coöperation Committee of the American Library Association, of the Library School, and its own 17 years of making for library and commercial use. Prices are as low as good work and material will admit.

#### Patented L. B. Cases

Two grades of workmanship and materials are kept on hand, in antique oak, cherry, and walnut; any other wood, arrangement of drawers or finish of case made promptly to order.

**Cheap Form Cases** (Nos. 22-o to 22q) have white wood, hand dovetailed, extra strong drawers, provided with the L. B. stop checks to prevent pulling out and spilling, are thoroughly made throughout, and handsomely finished.

**L. B. Slide Cases** (Nos. 22 x 3 to 22 x 28). These are fitted with the well-known L. B. slide, which enables the drawer to be pulled out to its full extent clear of the case and held at right angles to it.



Cut showing L. B. patented drawer

There is no sagging of the drawer nor straining of the frame-work around it, and the friction is so removed or divided that a heavily-loaded drawer runs with ease. The end cards at the rear of the drawer can be seen and handled as readily as any, thus increasing the usable capacity 5 to 10 per cent over the "cheap form" of the same length. Not only is there a saving of space, but a greater one of wear and tear in a much-used case. All slide cases have hard-wood interiors throughout, the sides are cut down so as to handle the cards at their corners, and the cases are increased in depth over the ordinary pattern,



22 x 6, open

thus increasing the capacity without proportionately increasing the cost. For years only the "cheap form" was sold on account of the high royalty on the patent slides; now the cases have been so greatly reduced they are more widely used than the cheaper form. They have double moulded top, are heavily paneled, and are finished in the very best manner.

**Special Cases.** We often build to fit vaults and safes already in use, or some particular allotment of space; for this estimates will be furnished on receipt of requirements and specifications.

We have workmen skilled in every detail of a card index. If any odd size or finish of case is desired, it will be found to the advantage of the buyer to have *us* make it. The novice, no matter how good a cabinet-maker, is not at all likely to produce on first or second trial an outfit that has taken the Bureau years to perfect.

In libraries where a large number may desire to consult the catalog at one time, if larger capacity is wanted, two or more 9 or 12 drawer cases are better than one larger case. They can be arranged to better advantage back to back or separated enough to allow three people working at each case. A large case allows a consulter only before every other tier of drawers. Any of the L. B. cases can be matched at any time by a second one, so that providing immediate space for large future growth is unnecessary.

In commercial uses only one or two consult the index at any one time, and large lists necessitate reducing floor space occupied to the minimum; hence here the most condensed forms (like No. 22x18) are adopted.



Beside the case for holding the cards, the following interior fittings are required to secure the best results :—

**Blocks.** These are triangular blocks at each end of each row of cards, giving them the proper angle for easiest reference. The front block is glued in place to prevent sliding in opening and shutting the drawer, the rear one is adjustable and can be fixed at any point. This enables the user to shorten the card space in each drawer so as to fit any number of cards and approximately assign space of a full case, as it will ultimately be filled. Four blocks are required to each drawer.

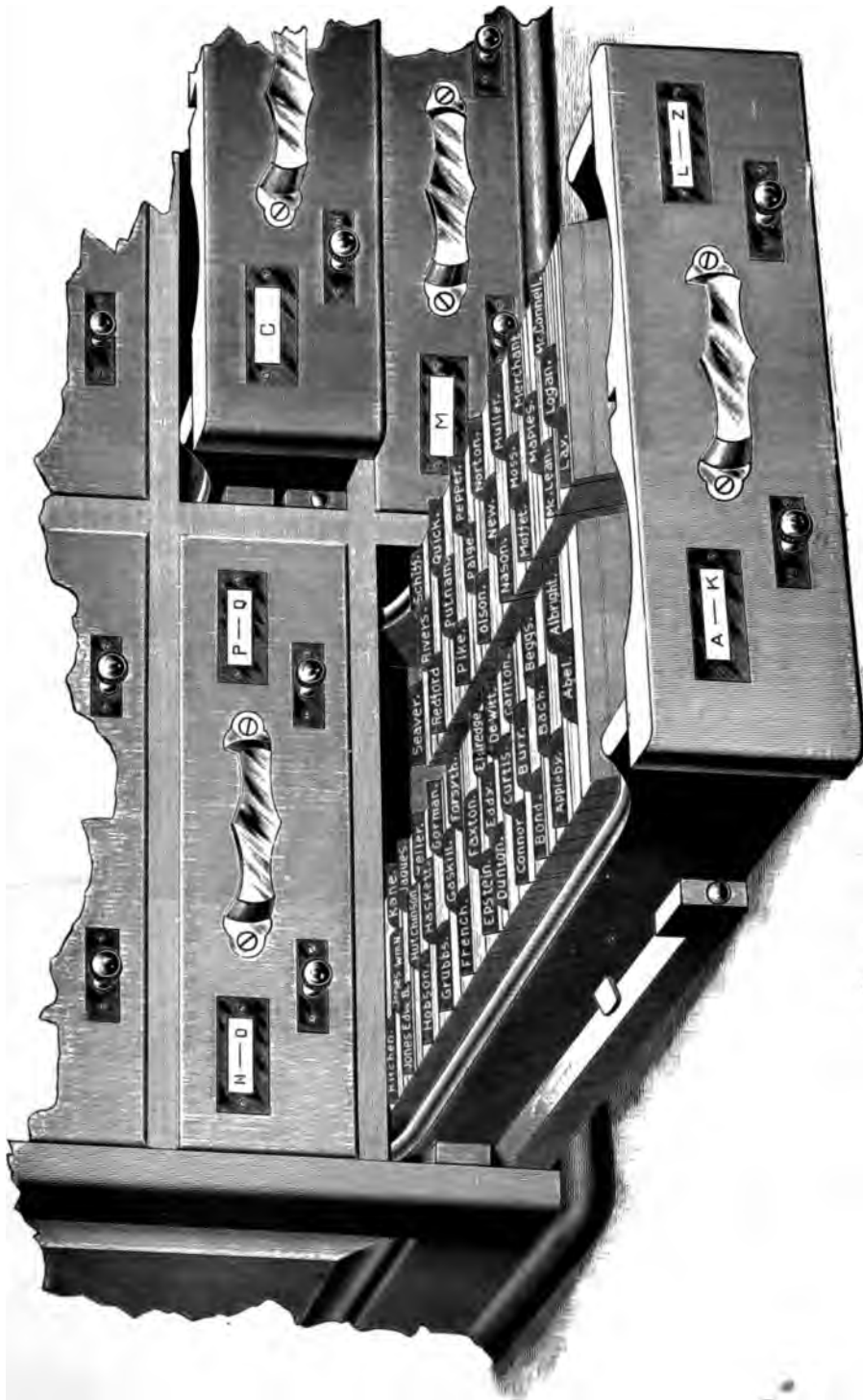
**Guides.** Next in importance to having the cards legibly written and arranged in strict order, is the insertion of frequent and legible guides. These mark location closely, and enable the users to turn instantly to any desired name, topic, or number in the Card Index. With the outside of the drawer labeled to indicate limits of each section, one goes to the case, however large, and "runs down" the reference desired at sight. The guides point both ways, and if used with proper frequency reduce the handling of the cards to a few turnings. Where the catalog or index is much consulted, guides should be used with great freedom; one is not likely to err on the side of having too many.

**Bristol** guides are cut from specially prepared bristol board, so as to allow an upright projection above the cards of one fifth, one third, or one half length, according to the space needed for title. This projection is one half cm. wide, and so cut that in the series of two, three, or five guides standing in sequence, one does not obstruct the reading of the other. The bristol guides have largely taken the place of all other forms because of cheapness, ease of writing, and cleanliness. They have superseded the zinc in all our regular outfits, tho both are kept in stock.

|                                                      |        |
|------------------------------------------------------|--------|
| Price of bristol guides, for No. 32 cards, per 1,000 | \$5.00 |
| " " " " " " 33 " " "                                 | 6.00   |

**Printed Guides.** To obtain the most legible guides possible we have invented machinery which enables us to print any series of headings in clear type at very little more cost than writing in longhand or on the typewriter. The gain in distinctness is great.

For one copy of any series the charge is \$2 per 100 for printing; each additional impression 50 cents per 100, i. e., for 24 ft. bristol guides printed, one copy of one set of headings costs \$2.50 per 100 for guides and printing; each additional set of same series \$1 per 100. Copy of headings should be sent in strict alphabetical order. Samples, printed or plain, sent on application. See next page for illustration.



Cut showing drawer fitted with printed bristol guides

**Zinc** guides are made of thin zinc cut and bent by die. The lip for writing upon is a one half cm. projection above the cards, but at exactly the right angle for quickest reading. Marking is done with L. B. label ink (supplied by the Bureau at 25 cents per bottle), a preparation that writes black directly upon the zinc, or by covering guides with paper and writing in the ordinary way. The latter wears off and has to be replaced, but gives greater legibility. Formerly zinc guides were included in all outfits; the preference for bristol is so great we make them additional at the option of the buyer.

|                                                 |               |
|-------------------------------------------------|---------------|
| Price of zinc guides, for No. 32 cards, per 100 | <b>\$2.50</b> |
| “ “ “ “ “ “ 33 “ “ “                            | <b>3.00</b>   |

**\$1.00** per 100 additional if covered with paper.

We also furnish sets of printed labels covering an index to proper names—119 labels—also 600 author surnames; those occurring most often in the author catalog of a library. In complete sets pasted and ready for insertion in the catalog, these cost **\$2.00** per 100 more than plain guides.

**Patent Lock-Guard Rods.** A steel rod with brass knob or thumb-screw is passed from the front or face of the drawer through the cards, which are properly punched for that purpose. A simple mechanism, which is hidden by the brass escutcheon on the drawer front, locks the rod in place. It is unlocked by a few turns of the hand, and can be removed instantly if desired. These obviate the possibility of cards being taken out or misplaced by the careless or mischievous, as well as prevent cards from “jumping” when the drawer is closed quickly.

**Label-Holders** on the drawer front, made of solid bronze and very handsome, to frame safely cards which indicate the limits of each section.

**Printed Labels** for insertion in label-holders accompany each complete outfit. These assign space in drawers, and serve as guides in consulting or placing cards in the index.

**Patent Locking Attachment.** In many instances there is a necessity for locking the card index outfit from the curious, careless, or mischievous, to guard valuable or confidential lists from being tampered with. The patent L. B. attachment is effective, takes no space from the capacity of the drawer and does not increase the size of the case. It is an ingenious device by which every drawer is locked automatically. It is only applied to L. B. slide cases when so ordered, and costs **50 cents** per drawer additional.

**Outside Locking Attachment.** This is a handsome brass bar with padlock in front of each tier of drawers. It can be removed without disfiguring the case, and readily applied when wanted. This device is used largely on the cheaper form of cases and applied to any.

Price, **\$2.00**, for each brass bar and fixtures.

## CARDS

It is of the utmost importance that these be of the best material to withstand wear, accurately cut, and in every respect as perfect as experience and ingenuity can make them. Any stationer will undertake to supply the best thing, and, tho with honest intentions, will usually give an exceedingly unsatisfactory result. The Bureau has at large expense fitted up machinery for producing perfect cards; its stock is made specially for this purpose, and undergoes peculiar treatment to give it the best possible surface.

The L. B. standard cards are from linen ledger stock. Our paper mill put in an entirely new engine of special power at large expense, to produce bristol from linen stock. We now offer linen ledger paper in our heaviest weights, with the result that years of handling will not materially affect our cards, while the best cotton stock presenting as good a surface for writing upon will wear below the newly added cards. In some libraries we have seen this to a half centimeter.

The value of the labor involved in making any kind of an index for permanent use makes the cost of durable linen ledger, as compared with cotton (suitable only for temporary uses), a trifling matter.

When we remember that many of the card indexes written within the year will be in use fifty years or more to come, the unwisdom of selecting inferior stock because of saving in expense is emphasized. We know of more than one card outfit practically ruined for a perfect working index by the insertion of one lot of cards imperfectly cut and of inferior material. The cards may cost from \$2.00 to \$3.00 per thousand, the writing and arranging five times as much.

The L. B. cards will be found to have a true edge on both sides, headlines of uniform width, and every card exact in height. They finger readily, thus making consultation easy and quick, are made of stock of great firmness and of peculiar quality for erasure, and chiefly will prove of great durability under the wear of long and constant use.

## THINGS TO AVOID

*Cards of Varying Heights.* In fingering it is almost impossible to catch and separate a short card from a tall one.

*Machine-cut Cards.* All cards should have a square equal edge on the top for handling. Cutting by machine or die leaves one edge rounding, the other with a "burr." We have tried both die and machine cutting, after incurring large expense for special dies, and have found the result unsatisfactory after years of trial.

*Round Corners.* These are a necessity with die-cut cards, but entail the loss of the sharp, square corner, so useful in quick handling.

*Varying Head-lines,* which seriously affect legibility of the index. The L. B. cards of all grades will be found without these defects.

These results have been attained only by long trial and the use of special machinery invented by us.

**Colored Cards.** Buff, salmon, and blue cards of all standard rulings are kept in stock of both *l* and *x*. These different colors assist the classing of separate indexes into one alphabetical series, distinguishing each by its own color; *e. g.* author and subject cards of a library.

**Sizes.** All standard outfits are based on using the sizes recommended by the Library Association and School. These are

No. 32.—5 x 12½ cm. (2 x 5 in. approximately).

No. 33.— $7\frac{1}{2} \times 12\frac{1}{2}$  cm. (3 x 5 in. “ ).

The first gives space for brief entries only; *e. g.* one reference without notes, like a bank index. The last should be used when the total space taken is not strictly limited.

For type-written indexes 7½ x 10 cm. (3 x 4) has been used largely. This gives sufficient length of line for name and number when written on the machine, tho it crowds the space if in longhand. These are furnished from any grade of stock. Prices for cases, fittings, and cards for this size on application.

Odd size cards should be avoided. They must be made to order, costing extra time and money. The standards are always on hand for prompt delivery. Odd sizes cut to waste from standard large sheets, thus adding to cost. For the L. B. cards we have scores of devices that sooner or later will be wanted if not at first. With an odd size you can have these important helps only at extra cost.

**Punching.** Most cards sold are punched for the guard rod. Without punching they are 15 cents per M less than prices below.

**Ruling.** The standard ruling for library use is shown in the diagram. Any special ruling can be had to order. Cards without down lines are carried in stock at same price.

No. 33 card,  $7\frac{1}{2}$  x  $12\frac{1}{2}$  cm. No. 32 is just two thirds this size.

### Stock from which L. B. standard cards are made

**l.** The finest double weight linen ledger, with the best possible surface for erasure. The hard, sharp edge, when cut into cards, compensates largely for the thickness of the heavier weights in quick handling. For large indexes, where space occupied and cost are important items, this is the wisest selection. Without this necessity, the incomparable "x" is best. Made in white, salmon, buff, and blue.

**r.** Made of the same material, but one-half thicker than "l." It gives a reduction in space occupied and cost over "x," tho does not fully equal it for quick handling. Largely used by libraries formerly as the heaviest obtainable by stationers.

**x.** A double-weight mill bristol made for us of the highest grade, to give the best possible index cards. It is heavier than any stock carried by paper dealers, and is finished with reference to its special use. The thickness makes it handle easiest; the hard stock of which it is composed, to wear longest under continued use, and bear erasure best. Where space and expense are not serious obstacles, this stock has no competitor for favor.

#### Prices L. B. standard cards per 1,000

|                        | <b>l.</b>     | <b>r.</b>     | <b>x.</b>     |
|------------------------|---------------|---------------|---------------|
| No. 32 (5 x 12½ cm.),  | <b>\$1.60</b> | <b>\$2.00</b> | <b>\$2.60</b> |
| No. 33 (7½ x 12½ cm.), | <b>2.25</b>   | <b>3.00</b>   | <b>3.75</b>   |

**Plain cards.** For typewriter use, for printing, and other purposes, cards without rulings are often preferred. The cost of cutting plain stock is so much less than ruled that we furnish the L. B. standard cards *unruled* and *unpunched*, at following price per 1,000:—

|                                | <b>l.</b>     | <b>r.</b>     | <b>x.</b>     |
|--------------------------------|---------------|---------------|---------------|
| No. 32, unruled and unpunched, | <b>\$1.25</b> | <b>\$1.50</b> | <b>\$2.00</b> |
| No. 33, " " "                  | <b>1.75</b>   | <b>2.25</b>   | <b>3.00</b>   |

**L. B. Medium cards.** Made in same weights, and cut, ruled, and punched with same care as the standard highest grade. These are from the best cotton stock, and equal in writing surface any made. They however lack the wearing qualities of the L. B. Standard.

#### Prices L. B. medium cards per 1,000

|         | <b>lm.</b>    | <b>rm.</b>    | <b>xm.</b>    |
|---------|---------------|---------------|---------------|
| No. 32, | <b>\$1.30</b> | <b>\$1.60</b> | <b>\$2.00</b> |
| No. 33, | <b>1.75</b>   | <b>2.40</b>   | <b>3.00</b>   |

Prices for same, plain:—

|                                | <b>lm.</b>    | <b>rm.</b>    | <b>xm.</b>    |
|--------------------------------|---------------|---------------|---------------|
| No. 32, unruled and unpunched, | <b>\$1.00</b> | <b>\$1.20</b> | <b>\$1.50</b> |
| No. 33, " " "                  | <b>1.25</b>   | <b>1.80</b>   | <b>2.25</b>   |

**L. B. Trade cards.** A cheaper grade of cotton stock. In many instances these cards are good enough; in some, users are unable to pay the price of better stock, and in the few, where people buy the low priced, whatever their needs, they meet the competition of less satisfactory stocks.

Prices L. B. trade cards.

|         | rt.           | xt.           |
|---------|---------------|---------------|
| No. 32, | <b>\$1.25</b> | <b>\$1.60</b> |
| No. 33, | <b>2.00</b>   | <b>2.50</b>   |

**Discount of 5, 10, 15, or 20 per cent on 5, 10, 15 or 20 M.** in one order. Samples of the different weights and rulings on application.

We supply many other special forms from stock; i. e. signature and index cards for savings banks, cards with a diagram of the teeth for dentists, cards ruled for ledgers, and others, all representing the best standard forms, carefully devised for adapting the card system to each new use.

### Notes

Experienced users have learned that the practical success of the system is largely dependent on many little details which can be learned only by study and long experience. An outfit which seems to the novice the same, or at least to answer well enough, is found later to require entire remaking in order to secure satisfactory results. Those not knowing of the headquarters often make, or have made, or buy, an outfit imperfect in its details, and that can never give satisfaction to one who has used the library standards, and, in many cases, fail to discover why they are less enthusiastic over the merits of the card system than some friend who has a proper equipment. Often, if not usually, they pay more than the Bureau charges for the best. Occasionally some one attaches some practically worthless new feature, stamped "patented" or "patent applied for," and on the strength of this induces those who do not know a better and cheaper way to pay a high price for something inferior for practical use.

The Library Bureau is the only house in the world devoted to the special business of fitting up libraries. With the coopération of these great users of the system, it has, at the cost of protracted experiments, perfected these details, and had special dies, models, and machinery made, so that we now manufacture everything pertaining to the card system, of the best practical form and in a variety, to suit all wants.

Many make the mistake of buying too small accommodations for their needs in library cataloging. From 3 to 5 cards per volume is a sufficiently low estimate upon which to base the selection of an outfit.

Prices of outfits are net. Packing cases are charged additional, at actual cost. All other expenses of packing and delivering to the Express Co. or R.R., are borne by the Bureau.

### PRICE LIST OF OUTFITS.

**Tray Outfits.** These afford all the material needed for a very small catalog or index. For the individual beginner of a card catalog, business list, or index, this is a most useful device. The cards and guides are exactly the same as used in the larger outfits, which most grow into using later. The trays are filled with any of the three thicknesses of cards desired,

tho unless otherwise specified / cards are supplied.

**22c1. Outfit.** Tray with covers, 650 No. 32 / cards; special bristol index a to z; blocks giving cards best angle for reading, and guard wire, complete . . . . . **\$2.00**

**22c2. Outfit.** Same as 22c1, with No. 33 cards, more generally used, complete, with 800 No. 33 / cards . . . . . **\$2.75**

**22d1. Outfit.** Same as 22c1, only tray is of wood covered with marble paper and without covers . . . . . **\$1.50**

**22d2. Outfit.** Same as 22d1, for 33 cards . . . . . **\$2.40**

**22d3. Outfit.** Same as 22c1, except tray is handsomely finished oak and without covers . . . . . **\$2.00**

**22d4. Outfit.** Same as 22d3, for 33 cards . . . . . **\$2.75**



**22d6. Outfit.** A finely finished case, with two hard wood trays, each tray holding 1,000 33 / cards; in oak, walnut, or mahogany; complete outfit, including 2,000 33 / cards, 100 guides, blocks, label-holders, and labels . . . . . **\$9.00**

Without cards . . . . . **5.00**





**22d7. Outfit.** Same as 22d6, except with four trays; in oak, walnut, or mahogany; complete, with 4,000 33 / cards, 200 guides, blocks, label-holders, and labels . . . . . **\$15.00**  
Without cards . . . . . **7.50**



**22d8. Outfit.** Same as 22d6, except with six trays; in oak, walnut, or mahogany; complete, with 6,000 33 / cards, 300 guides, blocks, label-holders, and labels . . . . . **\$22.00**  
Without cards . . . . . **10.00**

These tray cabinets are made from carefully selected stock, well matched, beautifully finished, and are suitable for the finest private library or the most elegantly furnished office.



**Cut of 22e Case.** Size outside,  $37\frac{1}{2}$  cm. (15 in.) long,  $37\frac{1}{2}$  cm. (15 in.) high, 50 cm. (20 in.) deep.

**22e Outfit**, for cards  $5 \times 12\frac{1}{2}$  cm. (2 x 5 in. approximately), consists of 4-drawer case in oak, walnut, or cherry, 16 angle blocks, 500 bristol guides, 8 lock-guard rods, 8 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

|                                                                  |   |   |                |   |   |   |                |
|------------------------------------------------------------------|---|---|----------------|---|---|---|----------------|
| Price, outfit complete, with 6,000 32x cards (capacity of case), |   |   |                |   |   |   | <b>\$29.00</b> |
| "                                                                | " | " | " 9,000 32r    | " | " | " | <b>30.00</b>   |
| "                                                                | " | " | " 12,000 32l   | " | " | " | <b>32.00</b>   |
| "                                                                | " | " | without cards, | . | . | . | <b>15.00</b>   |



Cut of 22-o Outfit. Size outside,  $37\frac{1}{2}$  cm. (15 in.) long,  $37\frac{1}{2}$  cm. (15 in.) high, 50 cm. (20 in.) deep.

**22-o Outfit**, for cards  $7\frac{1}{2} \times 12\frac{1}{2}$  cm. (3 x 5 in. approximately), consists of 3-drawer case in oak, walnut, or cherry, 12 angle blocks, 500 bristol guides, 6 lock-guard rods, 6 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

|                                                                  |                |
|------------------------------------------------------------------|----------------|
| Price, outfit complete, with 4,500 33x cards (its full capacity) | <b>\$29.00</b> |
| “ “ “ “ 6,000 33r cards “ “ “                                    | <b>30.00</b>   |
| “ “ “ “ 9,000 33l cards, “ “ “                                   | <b>32.00</b>   |
| “ “ without cards . . . . .                                      | <b>14.00</b>   |



**Cut of 22f Case.** Size, outside, 69 cm. (27 in.) long, 37½ cm. (15 in.) high, 50 cm. (20 in.) deep.

**22f Outfit**, for cards, 5 x 12½ cm. (2 x 5 in. approximately), consists of 8-drawer case in oak, walnut, or cherry, 32 angle blocks, 1200 bristol guides, 16 lock-guard rods, 16 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

Price, outfit complete, with 12,000 No. 32x cards (its full capacity) **\$54.00**

“ “ “ “ 16,000 No. 32r cards, “ “ “ . **\$56.00**

“ “ “ “ 24,000 No. 32l cards, “ “ “ . **\$59.00**

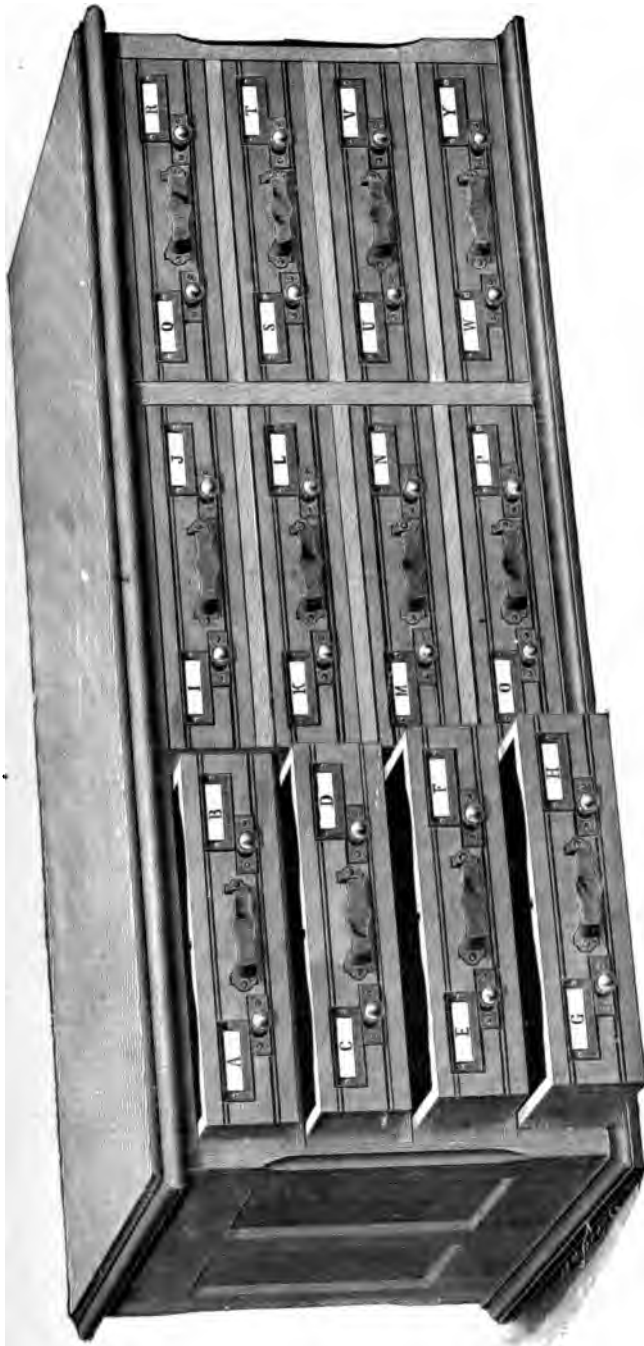
“ “ “ without cards . . . . . **\$29.00**



**22p Case.** Size outside, 69 cm. (27 in.) long, 37½ cm. (15 in.) high, 50 cm. (20 in.) deep.

**22p Outfit**, for cards 7½ x 12½ cm. (3 x 5 in. approximately), consists of 6-drawer case in oak, walnut, or cherry, 24 angle blocks, 1,000 bristol guides, 12 lock-guard rods, 12 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

|                                               |   |   |   |                |
|-----------------------------------------------|---|---|---|----------------|
| Price, outfit complete, with 9,000 33x cards, | . | . | . | <b>\$53.00</b> |
| " " " " 12,000 33r "                          | . | . | . | <b>55.00</b>   |
| " " " " 18,000 33l "                          | . | . | . | <b>58.00</b>   |
| " " " without cards,                          | . | . | . | <b>25.00</b>   |



**Cut of 22g Case.** Size outside, 1 meter (40 in.) long, 37½ cm. (15 in.) high, 50 cm. (20 in.) deep.

**22g Outfit**, for cards 5 x 12½ cm. (2 x 5 in. approximately), consists of 12-drawer case in oak, walnut, or cherry, 48 angle blocks, 1,500 bristol guides, 24 lock-guard rods, 24 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

|                                                                      |   |   |   |                |
|----------------------------------------------------------------------|---|---|---|----------------|
| Price, complete outfit with 18,000 No. 32x cards (the full capacity) | . | . | . | <b>\$80.00</b> |
| " " " 24,000 No. 32r " " "                                           | . | . | . | <b>80.00</b>   |
| " " " 36,000 No. 32l " " "                                           | . | . | . | <b>86.00</b>   |
| " " " without cards, . . . . .                                       | . | . | . | <b>42.50</b>   |



Cut of 22q Case. Size outside, 1 meter (40 in.) long, 37½ cm. (15 in.) high, 50 cm. (20 in.) deep.

**22q Outfit**, for cards 7½ x 12½ cm. (3 x 5 in. approximately), consists of 9-drawer case in oak, walnut, or cherry, 36 angle blocks, 1,500 bristol guides, 18 lock-guard rods, 18 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

|                                                                        |         |
|------------------------------------------------------------------------|---------|
| Price, outfit complete, with 13,500 No. 33x cards (the full capacity), | \$75.00 |
| " " " 18,000 No. 33r " " "                                             | 80.00   |
| " " " 27,000 No. 33l " " "                                             | 85.00   |
| " " " without cards, . . . . .                                         | 36.50   |

### Price List of L. B. Slide Cases

All **22x** cases are fitted with the L. B. slides, as described on p. 17 and 18, have drawers with 50 cm. clear space in length for cards instead of 40 cm. as in the cheap form (Nos. 22-O-22q); and every detail as perfect as the long experience of the Bureau dictates. The increased capacity of each drawer, better materials and construction, make these cheaper for long use than the less costly patterns. We commend these cases to all buyers as the best results of a careful study of every point, and of the labor of trained employees.

**22x3. Outfit.** 3-drawer L. B. slide case, same as 22x6, shown on the next page, except it is of the same length of drawer as 22-o. The longer drawered case produces a somewhat ungraceful form in a single tier, so is not made the depth of regular "x" cases.

Outfit is for cards  $7\frac{1}{2} \times 12\frac{1}{2}$  cm., and consists of 3-drawer L. B. slide case, in oak, walnut, or cherry, 12 angle blocks, 500 bristol guides, 6 lock-guard rods, 6 label-holders, with set of printed labels, and cards to fill the case.

|                                              |  |  |  |  |  |                |
|----------------------------------------------|--|--|--|--|--|----------------|
| Price Outfit, complete, with 4,500 33x cards |  |  |  |  |  | <b>\$34.00</b> |
| " " " " 6,000 33r "                          |  |  |  |  |  | <b>35.00</b>   |
| " " " " 9,000 33l "                          |  |  |  |  |  | <b>36.00</b>   |
| " " without cards                            |  |  |  |  |  | <b>19.00</b>   |

**22y4. Outfit.** A 4-drawer L. B. slide case, same outside size as 22x3. The drawers are for cards  $5 \times 12\frac{1}{2}$  cm. (2 x 5 in.). Each drawer is supplied with full complement of fittings and cards to fill the case.

|                                              |  |  |  |  |  |                |
|----------------------------------------------|--|--|--|--|--|----------------|
| Price outfit, complete, with 6,000 32x cards |  |  |  |  |  | <b>\$35.00</b> |
| " " " " 9,000 32r "                          |  |  |  |  |  | <b>36.00</b>   |
| " " " " 12,000 32l "                         |  |  |  |  |  | <b>37.00</b>   |
| " " without cards                            |  |  |  |  |  | <b>20.00</b>   |

Made in mahogany, 22x3 or 22y4 costs **\$3.00** additional.





**22x6 Case.** Size, outside, 73 cm. (29 in.) long, 39 cm. (15½ in.) high, 61 cm. (24 in.) deep.

**22x6 Outfit**, for cards  $7\frac{1}{2} \times 12\frac{1}{2}$  cm. (3 x 5 in. approximately), consists of 6-drawer L. B. slide case in oak, walnut, or cherry, 24 angle blocks, 1,500 bristol guides, 12 lock-guard rods, 12 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

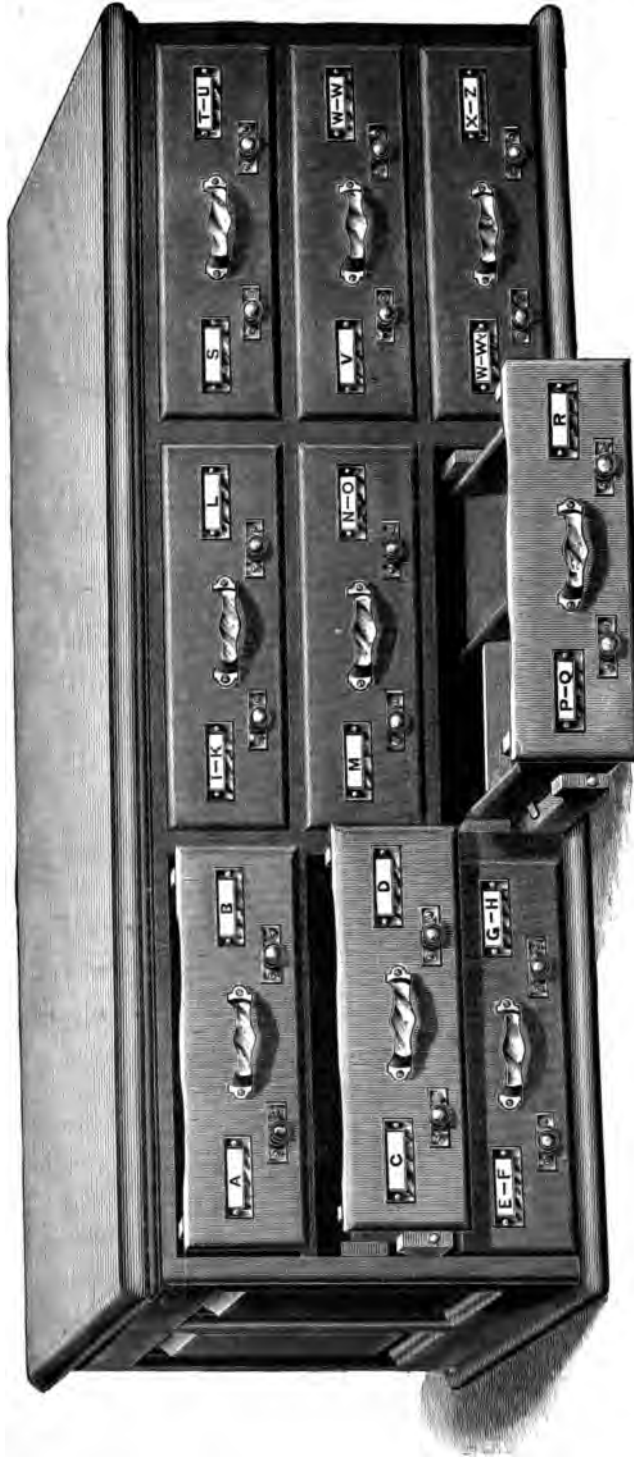
|                                               |                |
|-----------------------------------------------|----------------|
| Price, complete outfit, with 11,000 33x cards | <b>\$70.00</b> |
| " " " " 15,000 33r "                          | <b>73.00</b>   |
| " " " " 22,500 33l "                          | <b>76.00</b>   |
| " " " without cards                           | <b>35.00</b>   |

With mahogany case, **\$5.00** additional.

**22y8 Outfit**, for cards  $5 \times 12\frac{1}{2}$  cm. (2 x 5 in. approximately), consists of 8-drawer L. B. slide case in oak, walnut, or cherry, 32 angle blocks, 1,500 bristol guides, 16 lock-guard rods, 16 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

|                                               |                |
|-----------------------------------------------|----------------|
| Price, complete outfit, with 15,000 32x cards | <b>\$72.50</b> |
| " " " " 20,000 32r "                          | <b>72.50</b>   |
| " " " " 30,000 32l "                          | <b>77.50</b>   |
| " " " without cards                           | <b>40.00</b>   |

With mahogany case, **\$5.00** additional.



Cut of 22x9 Case. Size, outside, 1.07 meter ( $42\frac{1}{2}$  in.) long, 39 cm. ( $15\frac{1}{2}$  in.) high, 61 cm. (24 in.) deep.

**22x9 Outfit**, for cards  $7\frac{1}{2} \times 12\frac{1}{2}$  cm. ( $3 \times 5$  in. approximately), consists of 9-drawer L. B. slide case in oak, walnut, or cherry, 36 angle blocks, 2,000 bristol guides, 18 lock-guard rods, 18 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

Price, complete, with 16,000 33x cards, **\$100.00**; with 22,000 33r cards, **\$102.00**; or with 32,000 33l cards, **\$107.00**; complete, without cards, **\$50.00**; with mahogany case, cost is **\$8.00** additional. See page 40 for a base for this case.

**22x12 Outfit**, for cards  $7\frac{1}{2} \times 12\frac{1}{2}$  cm. (3 x 5 in. approximately), consists of 12-drawer L. B. slide case in oak, walnut, or cherry, 48 angle blocks, 2,500 bristol guides, 24 lock-guard rods, 24 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

|                                              |   |                 |
|----------------------------------------------|---|-----------------|
| Price, complete outfit with 22,500 33x cards | . | <b>\$125.00</b> |
| " " " " 30,000 33r "                         | . | <b>130.00</b>   |
| " " " " 45,000 33l "                         | . | <b>140.00</b>   |
| " " " without cards                          | . | <b>60.00</b>    |

Size outside is 1.07 cm. (43 in.) long, 50 cm. (20 in.) high, 24 in. deep.

**22x15 Outfit**, for cards  $7\frac{1}{2} \times 12\frac{1}{2}$  cm. (3 x 5 in. approximately), consists of 15-drawer L. B. slide case in oak, walnut, or cherry, 60 angle blocks, 3,000 bristol guides, 30 lock-guard rods, 30 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

|                                              |   |                 |
|----------------------------------------------|---|-----------------|
| Price, complete outfit with 28,000 33x cards | . | <b>\$150.00</b> |
| " " " " 37,500 33r "                         | . | <b>155.00</b>   |
| " " " " 56,000 33l "                         | . | <b>165.00</b>   |
| " " " without cards                          | . | <b>75.00</b>    |

Size outside is 1.07 cm. (43 in.) long, 61 cm. (24 in.) high, 61 cm. (24 in.) deep.

Nos. 22x12 and 22x15 are same as 22x9 shown on page 37, except one and two rows of drawers higher, respectively. Bases for these cases will be found on p. 44 and 45.

**22y12 Outfit**, for cards  $5 \times 12\frac{1}{2}$  cm. (2 x 5 in. approximately) consists of 12-drawer L. B. slide case in oak, walnut, or cherry, 48 angle blocks, 2,500 bristol guides, 24 lock-guard rods, 24 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

|                                              |   |                 |
|----------------------------------------------|---|-----------------|
| Price, complete outfit with 22,500 32x cards | . | <b>\$100.00</b> |
| " " " " 30,000 32r "                         | . | <b>100.00</b>   |
| " " " " 45,000 32l "                         | . | <b>112.50</b>   |
| " " " without cards                          | . | <b>55.00</b>    |

Size, outside, 1.07 meter (43 in.) long, 39 cm. (15½ in.) high, 61 cm. (24 in.) deep.

**Standing Desk Outfits.** These are handsomely finished cabinets of a high and with a sloping top for a standing desk. One cannot go below a certain point in consulting the card index without its being very inconvenient, nor above a given point without its being difficult; this standing desk gives a happy medium. Twenty-inch closets below the drawers give valuable space for the storage of stationery, cards, and other material, and the desk itself fills another purpose than for the card index alone. They are of handsome finish, paneled on three sides, made throughout of hard wood and fitted with the L. B. slides.

In offices where space is limited this form of case gives a solution of: where shall the card index be kept? the desk taking the place of the ordinary form, and is not less available as an index.

**22x18 Desk Outfit,** for cards  $7\frac{1}{2} \times 12\frac{1}{2}$ , consists of 18-drawer L. B. slide desk (shown in cut), in oak, walnut, or cherry, 72 angle blocks 3,000 bristol guides, 36 lock-guard rods, 24 label-holders, with set of printed labels and cards to fill the case.

|                                                |                 |
|------------------------------------------------|-----------------|
| Price, complete outfit, 36,000 33x cards . . . | <b>\$200.00</b> |
| “ “ “ 48,000 33r “ . . .                       | <b>205.00</b>   |
| “ “ “ 72,000 33l “ . . .                       | <b>215.00</b>   |
| “ “ “ without cards . . .                      | <b>100.00</b>   |

In mahogany, **\$20.00** additional.

**22x21 Desk Outfit.** Same as **22x18**, except it is 7 drawers high instead of 6. With complete fittings. Oak, walnut, or cherry.

|                                                    |                 |
|----------------------------------------------------|-----------------|
| Price, complete outfit with 42,000 33x cards . . . | <b>\$230.00</b> |
| “ “ “ “ 56,000 33r “ . . .                         | <b>240.00</b>   |
| “ “ “ “ 84,000 33l “ . . .                         | <b>250.00</b>   |
| “ “ “ without cards . . .                          | <b>115.00</b>   |

In mahogany, **\$25.00** additional.

**22x28 Desk Outfit.** Same as **22x18**, except 7 drawers high and 4 long. Outside length of desk: 150 cm. (5 feet).

|                                                |                 |
|------------------------------------------------|-----------------|
| Price, complete outfit, 56,000 33x cards . . . | <b>\$285.00</b> |
| “ “ “ 75,000 33r “ . . .                       | <b>300.00</b>   |
| “ “ “ 112,000 33l “ . . .                      | <b>325.00</b>   |
| “ “ “ without cards . . .                      | <b>135.00</b>   |

In mahogany, **\$35.00** additional.



**22x18 Outfit.** Outside size, 110 cm. ( $43\frac{1}{2}$  in.) long, 70 cm. (27 in.) deep.

See page 39 for prices.

### Safe Outfits.

Many records kept upon cards require absolute protection from fire, because of the difficulty or impossibility of reproducing in case of loss. Several banks have had index cases built into their vaults, others have had them made to fit old safes, and in some instances we have built outfits on trucks, which are run into the large vault for protection.

In a fire-proof building there is very slight danger; but, under the usual exposure to loss by fire, there are many instances when it would be gross negligence to have the outfit unprotected.

To meet this demand, we offer safes made specially for us by one of the largest safe makers in the world, fitting card index outfits, of from 24,000 to 96,000 cards, according to size and cards selected. These are deeper than any regular safe made, giving greater capacity without corresponding increase in cost, and fit the standard L. B. drawer, found by long use to be the most convenient size. The Herring safe has been selected from among many excellent safes made in this country, as the one combining the greatest number of desirable features.

These safes have solid forged frames of heavy bar and angle iron, plate iron instead of light sheet iron for the bodies, and are filled with a patent fire-proof composition that does not deteriorate with age; the greatest known fire resistant. In all fire-proof qualities the Herring is unsurpassed; while in other details, locking, etc., they equally maintain the reputation of the oldest safe makers in the country.

Cases for safe outfits are made in the very best manner of mahogany, have L. B. slides to all drawers, and interior details to give the most perfect working outfit. Drop flush handles are used on both drawer pulls and lock-guard rods, so as to give the greatest depth allowed by the safe, and in all respects cases are as perfect as we can make them.

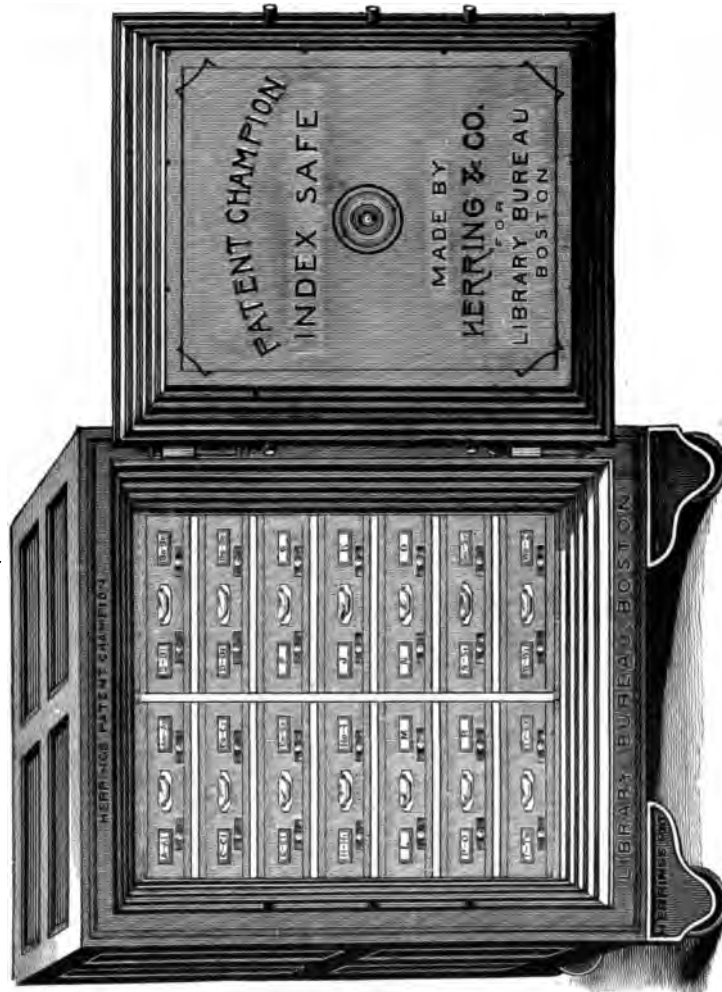
**22s1 Outfit.** Patent Champion single-door safe, 34 x 27 x 20 in. 14-drawer case of mahogany (drawers fit No. 33 cards), complete fittings, with 24,000 No. 33x cards (36,000 No. 33r or 48,000 No. 33l if preferred) . . . . . **\$325.00**

**22s2.** Same as 22s1, except safe is fitted with a 20-drawer case (drawers fit No. 32 cards), complete fittings, and 35,000 No. 32x cards (52,000 No. 32r or 70,000 No. 32l if preferred) . . . . . **\$350.00**

**22s3 Outfit.** Patent Champion double-door safe, 44 x 28 x 20 in. 20-drawer case of mahogany (drawers fit No. 33 cards), complete fittings, with 35,000 No. 33x cards (52,000 No. 33r or No. 33l if preferred) . . . . . **\$425.00**

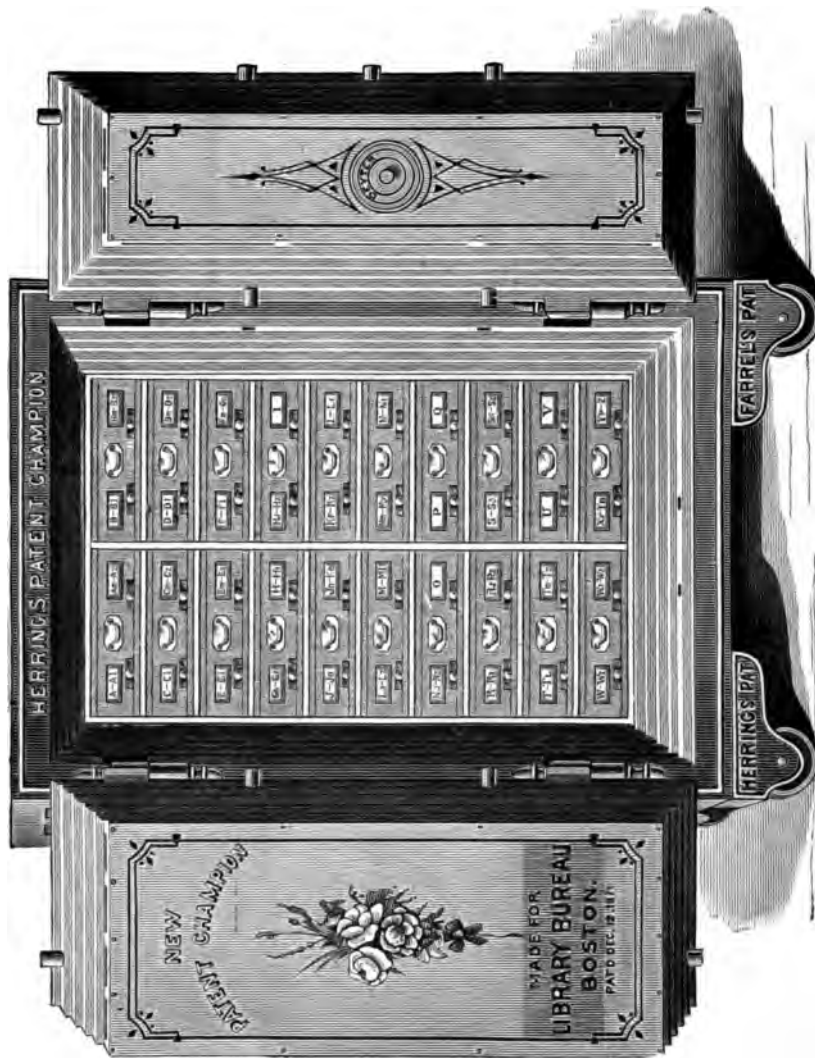
**22s4.** Same as 22s2, except safe is fitted with 28-drawer case (drawers fit No. 32 cards), holding 48,000 No. 32x cards (72,000 No. 32r or 96,000 No. 32l) . . . . . **\$450.00**

Outfits 22s1 and 2, with double-door safes, are \$25.00 extra.



**Safe Outfit No. 22s1. Price . . . . . \$325.00**

See page 41.



**Safe Outfit No. 22s3. Price . . . . \$425.00**

See page 41.



### Bases for Outfits.

To secure the greatest convenience in consulting cards, the standard index cases are made the hight for easy reading of both the upper and lower drawers, when case is on a base or table of the proper hight. No one, unless compelled by limited space, is willing, after any experience, to consult the lower drawer stooping over or the upper one standing on tip-toe.

The L. B. bases are substantial cabinets, giving for a library or business house needed shelf room for reference books, storage of cards or other materials, and a stand of just the right hight for easiest consultation of all the cards. Many users do not have just the place for the index. The library table top is needed for other uses, besides being a trifle low; the revolving bookcase is too high and too small for any except the single-tiered case, while to have a base made by local workman costs one-half more than the standard patterns, made in large quantity by the Bureau. The Library Bureau bases will be found a great convenience, and worth their cost for other uses.

The bases shown by the following cuts, with the exception of **22w**, are for Nos. **22-o** to **22q** cases. We make the same general forms of the size for **22x3** to **22x9** cases; *i. e.*, **22w** is the base for **22x6** as shown. The heavy paneled end is used on all higher grade bases to match slide cases. The following are prices of different patterns of best grade bases:

**22w1 Base**, with doors, paneled on all four sides as shown in cut of **22w3**, has adjustable shelves and patent castors; price, **\$25.00**. In mahogany, **\$30.00**.

**22w2 Base**, same as **22w1**, except that it fits **22x6** case; price, **\$22.00**. In mahogany, **\$27.00**.

**22w3 Base**, for **22x6** case, shown in cut on opposite page; price, **\$15.00**. In mahogany, **\$18.00**.

**22w4 Base**, the same as **22w3**, only for **22x9**; price, **\$18.00**. In mahogany, **\$21.00**.

The above are furnished in oak, walnut, and cherry; any other wood made to order.



22w3 base with 22x6 outfit.

|                                                      |                |
|------------------------------------------------------|----------------|
| <b>22w3 Base</b> in oak, walnut, or cherry . . . . . | <b>\$15.00</b> |
| in mahogany . . . . .                                | <b>18.00</b>   |



Cut of 22u1 base with 22q outfit. Price combined, \$105 00.

**22u1 Base.** A handsomely finished cabinet, made in all woods, to match in finish and size No. 22g and 22q outfits. Paneled on all four sides, has doors hinged to close against the ends, so as to be out of way when open; adjustable shelves, and fitted with patent castors for easy moving. The standard library base. Price . **\$25.00**



**22u2 Base.** A fine finished, strong table for 22g and q outfits.  
In walnut, oak, or cherry. Price . . . . . **\$10.00**

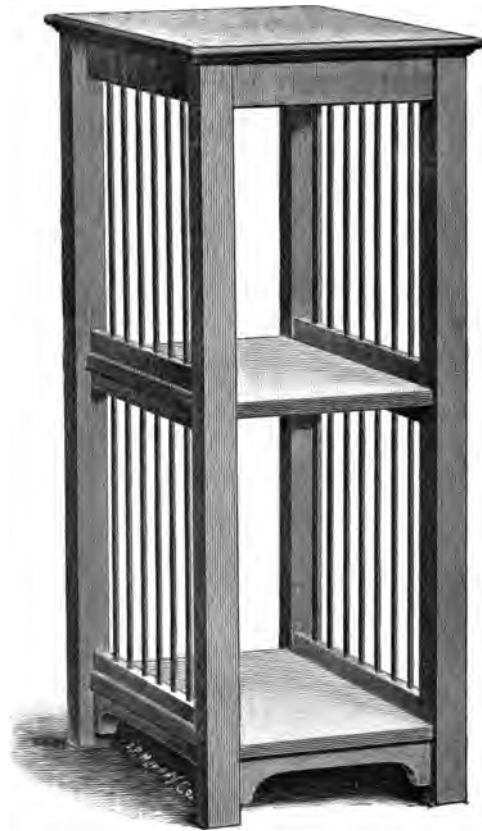


**22u3 Base.** For 22g and q outfits. Open front and back, thus giving four shelves, 90 cm. (36 in.) long, for reference books. Ends are paneled to match index cases. Walnut, oak, or cherry. Price, **\$12.00**



**22u4 Base.** Same as 22u3, except shorter. Fits 22f and p outfits.

Price . . . . . **\$10.00**



**22u5 Base.** A very attractive stand for 22-o and c outfits, with shelving for a few of the most used reference books. Made in oak, walnut, and cherry. All are fitted with handsome brass rods on sides. Price . . . . . **\$7.50**

**WHAT USERS SAY.**

We select the following to represent the experience of several thousand users, and attest the usefulness of the Card Index, as well as the diversity of its application :—

**From G. S. Poole, Sec. Warren Inst. for Savings, Charlestown.**

We have used the card system since 1865—23 years! for indexing depositors' names. I have been trying to get up *my courage* to recommend the use of cards for depositors' accounts, and abandon ledgers altogether. I believe in cards.

**From the Provident Institution for Savings, Boston.**

We are using cards in our business as a reference file of depositors' signatures,—to take the place of the signature book used by savings banks for the identification of depositors.

The file was started three years ago and is now in practical daily use. It is complete so far as it applies to accounts opened since it was started, and includes between sixty and seventy per cent. of the signatures of the older open accounts. The balance come in slowly. We have a sufficient number to thoroughly test its efficiency, and our experience in its daily use is perfectly satisfactory. It proves a quicker, easier mode of reference than the signature books, and is preferred by the clerks wherever a card signature has been taken. Besides there remains the crowning advantage of elimination of signatures of closed accounts.

On opening an account it is our custom to take the depositor's signature and description in a signature book as formerly. While the pass book is being prepared a second signature is taken on a card of 7.5 x 12.5 cm size and standard ruling, which has the number of the account stamped in the upper left hand corner. At our leisure the description is copied on the card; it is carefully compared with the book and filed in the card cabinet.

The signatures of the older depositors are taken as fast as they come in and their deposit books stamped "card sig. taken," to avoid taking duplicates.

The closed pass books of each day are used as guides in taking out of the file their corresponding signature cards, and after a proper examination to ensure their being the right cards they are destroyed. You will note we retain the signature book as of old, because it gives us in the most compact, perfect form a record of *all* who have ever been depositors, enabling us to avoid an accumulation of cards of closed accounts. The signature book is put away in the safe when filled.

In our cabinets the cards are filed numerically, held firmly by rods, and prepared for quick reference by the insertion of guide cards slightly taller than the signature cards and stamped with the number each marks off. These occur at intervals of fifty cards.



**From F. E. Granger, Chief Clerk Eliot Five-Cents Savings Bank, Boston.**

In regard to the card index we purchased of you, we could not do business with any comfort without it. We consider it a perfect index. It is a great labor-saving device, and has saved us many a weary search for a depositor's name. Any bank once using it would never be without it. I think, with a little ingenuity, it could be made to last forever, practically. I have explained it to the bank commissioner and he thought it a great saving of time and labor. You may refer to me at any time for its good points, its simplicity and durability.

**From Oliver P. Miller, Assistant Cashier Williamsburgh Savings Bank, Brooklyn, N. Y.**

The card index in use by this bank gives great satisfaction among our employees, both in filing away and in looking up an account.

From the first day of this month up to the 20th we had to let the indexing go. When we commenced to index on the latter day we had 708 names, and the cards were all written out and filed on the afternoon of the 21st. If we had been using a book index it would have taken us ten days to have done the same work.

We are more than satisfied with it, and the more we use the better we like it. We do not believe there will ever be anything to excel it.

**From L. W. Piper, Secretary Institution for Savings, Newburyport, Mass.**

We have used your card index for three years as an index of depositors' accounts, and are pleased to say that we deem it superior to any book index, both in facility of posting and consulting. We are already amply repaid for the labor of changing from the book system which we had previously used, although that was as good as any of the kind.

**From Charles E. Sprague, Secretary Union Dime Savings Institution, Broadway, 32d St. and Sixth Av., New York.**

I regard the card system as the only efficient method for indexing alphabetically the depositors of a savings bank or similar institution. The faults of any form of book-index, however ingeniously subdivided, are three. First, imperfect alphabetizing. We can appreciate this by conceiving of the city directory as it would be if it were only alphabetized as far as the first three letters of the surname. Names varying as to the remaining letters and as to forenames would be at random. Edward Murgatroyd, who now can only occupy a certain line in the N. Y. Directory, might then be on any line of over eleven pages of Mur's. Second, the book must fill up, and then the search for any name must be prosecuted in several places. Third, there is no way by which the

"dead" or closed account names can be removed, so as to confine the search to open, live accounts.

In some kinds of business these objections may be of little weight, and doubtless a well-arranged index in book form serves every useful purpose. But in a savings bank the conditions are peculiar. There is a constant stream of new depositors, so that the total number of names in our large city banks runs into the hundreds of thousands, while from various causes accounts are continually being closed so that the open accounts are comparatively few.

**From the New York Sun Concerning the Registrar's Office,  
New York City.**

They have there what is known as a card index of the city's mortality. It is a big tin box with eighteen compartments or columns that have room for 40,000 little cards, one for each death that occurs in New York in the year. When New Year's comes around it is filled up, and then it is put away and a new index begun in a new box. The object of it is to ascertain readily the sanitary condition of any street or locality, as disclosed by the mortality, and to this end they are all arranged alphabetically, running from left to right.

Dr. Tracy, who keeps the register, can pick you out at sight any street, and tell you exactly how many persons have died in it from one end to the other within the year, the houses in which they lived, who they were, how old, what they died of, and on what day of the month. The little card holds all this information and the number of the death certificate besides, should more be wanted.

About 100 of the cards fill the space of an inch in the register, and thus it is that the mortality of New York can be roughly ascertained with a foot rule by consulting this register.

**From Northwestern Mutual Life Insurance Company.**

For more than 25 years some portions of the records of the Northwestern Mutual Life Insurance Company have been kept on cards, or by use of a card system, as a substitute for book entry.

Prior to 1872 the use of card records was confined to the Actuary's Department and matters connected with the annual valuation work; but in that year the officers of the Company gave the first serious consideration to the question, whether the card system could not be extended to nearly all branches of office work, and take the place of cumbersome books, with great saving of clerical labor, and increased facility and convenience in the transaction of business. It was decided to make the experiment, and it succeeded beyond all anticipation. In the Secretary's Department, the Actuary's Department, and in the Medical Department, the card system is especially valuable, and in fact has become indispensable.

The two card cases recently received from your factory are as contracted for, and give good satisfaction.

**From E. Wilder, Secretary and Treasurer Atchison, Topeka & Santa Fe Railroad Company, Topeka, Kansas.**

I have found the card catalogue system for several years a very convenient method of indexing, not only contracts and leases, and numerous documents of like nature, which are filed in my office as Secretary of the company, but for indexing the record books of our various organizations. We have three separate indexes of our records—one being chronological as to important facts; one a classified index, so that all action of Directors bearing upon each class of business can be brought together by these cards; and another personal index, by which the mention of each individual in the records, in connection with his election to office or his assignment to any particular duty, can be shown.

The advantage of the card catalogue, by which unlimited extension of the index, without any destruction or disarrangement of previous work, can be made, seems to me too patent upon its face to need any recommendation stronger than a mere suggestion.

**From J. A. Anderson, Supt. Pennsylvania Railroad Voluntary Relief Department, Trenton, N. J.**

I have found the card catalogue exceedingly useful as an index for some 30,000 names which we have upon our records, and I know of nothing which would serve us as well. I am also using it for indexing our correspondence, and thus far have found it entirely satisfactory.

**From G. W. Davenport, of the Thomson-Houston Electric Co., Boston.**

It gives me pleasure to testify to the many advantages of this method of cataloguing or indexing in manufacturing and business houses. We make use of it in various ways. Employing, as we do, eighteen draftsmen, the accumulation of drawings, tracings, blue prints, etc., is large, and these have been catalogued and numbered, and by means of the card system catalogued with cross indexes in such a way as to render it easy to find any drawing, whether known by its true name or the class of work under which it comes, date of its completion or number. Again, our cost clerk, in figuring the cost of the multiplicity of small pieces and supplies made, each of which has its number in our factory, and by which number it is known to the foremen and to our customers, makes the record of these costs on the cards and by cross indexing, the last determination of cost may be found either by reference to the name of the article or its well-known number as contained in our catalogue. Each machine which we manufacture has a complete record kept of it—its performance while under test, the date of its shipment, the number of the order on which it is shipped, the point to which it is shipped,

and the purchaser's name ; so that should any part be desired for that machine at any time, by reference to our card catalogue we are enabled to see at a glance the make-up of the machine for which the new part is needed.

This system is carried out still further by taking the numbers of the various parts of the machine and giving all the information on each card that is contained in the card belonging to the machine itself, so that receiving at any time from an unknown source a portion of a machine, we can readily determine just what machine it went out in, what its behavior was while at the factory, what tests were applied to it, and the way in which it withstood them ; in fact, obtain a complete history of the article, and where it had been shipped. We also use the system in keeping a record of the various companies organized to use our system of lighting, with their officers, capital stock, and such other information as is desired. These are arranged, cross indexed under companies, states, and towns.

I regret that the pressure of business prevents my making a clearer and better explanation of the way in which we make use of the card system. Our people were decidedly averse to its introduction, and it was only after considerable persuasion that they consented to permit me to use it at all. I first bought 500 cards ; our next purchase was 20,000 ; and if I am not mistaken, we have repeated our second purchase, and I believe that I am within bounds when I say that we have in use to-day something like 50,000 cards.

**From Thomas B. Wales, Sec'y Holstein-Friesian Association of America (Iowa City, Iowa).**

In regard to the use I put your system of indexing, will say that my attention was first drawn to it in the library of the Iowa State University at this place in 1882, and the idea of using it in the keeping of the registry of our cattle for the Holstein-Friesian Herd Book was then conceived. Each animal has its card, on which is given the name and number it takes in the herd book, with the number of its sire and dam, date of birth, name of its breeder and owner with their address. Should the ownership change, then the date of sale, with the name and address of its new owner, is written on the next unoccupied line. We have now in use about forty thousand cards, and I believe it is the most perfect way of indexing names which have to be continually referred to now in use. We are now using about ten thousand new cards per year, which henceforth must double every two years.

I believe I am the first to put your system to use in the keeping of herd book registry, and would advise your sending descriptive circulars to the office of every such association, feeling confident that it will not

only result in the increase of your business, but materially aid those in charge of the records of such associations.

**From Charles J. Harrah, jr., Vice-President Midvale Steel Company, Nicetown, Philadelphia, Pa.**

It gives us pleasure to say that we have found the card catalog a great labor-saving machine, and its practical working in our hammer shop and tire mill offices has proved it to be an indispensable system for the saving of time as well as labor. We have been able to keep more accurate records and to find them with greater ease than under any other system we have tried, and if we extend our plant to any extent in the near future, shall be pleased to extend also the use of the card catalog.

**From the Prudential Insurance Company, Newark, N. J.**

This company has replaced all book indexes, and all books arranged for reference to dates, by the card system of indexing.

For a number of years we have used cards for making up certain agency records and for various statistical and actuarial purposes. Our files contain at this time over 2,000,000 of cards.

We believe that cards admit of quicker reference than books, reduce the liability to error, and facilitate office work in many ways.

**From Guild & Lord, Publishers Textile Manfg. World, Boston.**

We have one of your card catalogues in use, and find that it is exceedingly convenient, and well suited to our purpose.

We use it for referring readily to a list of some twenty-five or thirty thousand names, and it answers the purpose better than any other method known to us. For keeping a subscription list in a neat manner, and arranged in perfect alphabetical order, we consider it extremely well adapted.

**From Massachusetts Title Insurance Company, Boston.**

We use a card catalogue for a locality index, by street names, of titles examined, as well as for an alphabetical list of persons whose titles this company has insured.

We shall be pleased to give additional information to any one interested, as well as the benefit of our experience in adapting the system to any required use. It is an undoubted certainty that the card index is rapidly superceding the old form where large and complex lists are maintained. To those adopting it, or perfecting a crude form already adopted, we offer the results of years of experience and study. CORRESPONDENCE SOLICITED.

**LIBRARY BUREAU, BOSTON,**

**Manufacturers and dealers in office and library labor-saving fittings and supplies.**

## Users.

We name, from among many, the following institutions and representative houses using the card index in business life. To enumerate the public and private libraries using it would be equivalent to a directory of the live libraries of the country. These will suffice to show the system is already accepted to a wide extent.

### Banks.

Farmers' & Mechanics' Sav. Bank, Bridgeport, Conn.  
 City Sav. Bank, Meriden, Conn.  
 Bank of Republic, Washington, D. C.  
 Columbia Nat. Bank, Washington, D. C.  
 Nat. Co-operative Bank, Washington, D. C.  
 Bangor Sav. Bank, Bangor, Me.  
 Penobscot Sav. Bank, Bangor, Me.  
 Portland Sav. Bank, Portland, Me.  
 Central Sav. Bank, Baltimore, Md.  
 Eutaw Sav. Bank, Baltimore, Md.  
 Hopkins Place Sav. Bank, Baltimore, Md.  
 Provident Sav. Bank, Baltimore, Md.  
 Boston Safe Dep. & Trust Co., Boston.  
 Broadway Nat. Bank, Boston.  
 Elliot Five Cent Sav. Bank, Boston.  
 Five Cent Sav. Bank, Boston.  
 Franklin Sav. Bank, Boston.  
 Home Sav. Bank, Boston.  
 Maverick Nat. Bank, Boston.  
 Nat. Bank of Redemption, Boston.  
 Nat. Security Bank, Boston.  
 North End Sav. Bank, Boston.  
 Provident Inst. for Savings, Boston.  
 Shoe & Leather Nat. Bank, Boston.  
 State St. Safe Dep. & Trust Co., Boston.  
 Suffolk Sav. Bank, Boston.  
 Third National Bank, Boston.  
 Traders' Nat. Bank, Boston.  
 Cambridgeport Sav. Bank, Cambridgeport, Mass.  
 Five Cent Sav. Bank, E. Cambridge, Mass.  
 Citizens' Sav. Bank, Fall River, Mass.  
 Florence Sav. Bank, Florence, Mass.  
 Haverhill Sav. Bank, Haverhill, Mass.  
 Pentucket Sav. Bank, Haverhill, Mass.  
 Middleboro Nat. Bank, Middleboro, Mass.  
 Institution for Savings, Northampton, Mass.  
 Five Cent Sav. Bank, Plymouth, Mass.  
 Salem Sav. Bank, Salem, Mass.  
 Waltham Co-operative Bank, Waltham, Mass.  
 Waltham Sav. Bank, Waltham, Mass.  
 People's Sav. Bank, Worcester, Mass.  
 Worcester Co. Sav. Bank, Worcester, Mass.  
 St. Louis Safe Dep. Sav. Bank, St. Louis, Mo.  
 Portsmouth Sav. Bank, Portsmouth, N. H.  
 Hudson Co. Nat. Bank, Jersey City, N. J.  
 Howard Sav. Inst., Newark, N. J.  
 Paterson Safe Dep. & Trust Co., Paterson, N. J.

Paterson Sav. Institution, Paterson, N. J.  
 Astor Place Bank, N. Y. City.  
 Bank of Amsterdam, N. Y. City.  
 Bank of N. Y. State, N. Y. City.  
 Bank for Savings, Bleeker St., N. Y. City.  
 Co-operative Bldg. Bank, N. Y. City.  
 East Side Bank, N. Y. City.  
 Emigrant Industrial Sav. Bank, N. Y. City.  
 Fourth Nat. Bank, N. Y. City.  
 Gallatin Nat. Bank, N. Y. City.  
 Greenwich Sav. Bank, N. Y. City.  
 Mercantile Co-operative Bank, N. Y. City.  
 Phenix Nat. Bank, N. Y. City.  
 Seaman's Bank for Savings, N. Y. City.  
 Twelfth Ward Sav. Bank, N. Y. City.  
 Union Dime Sav. Institution, N. Y. City.  
 U. S. Sav. Bank, N. Y. City.  
 Western Nat. Bank, N. Y. City.  
 Centennial Nat. Bank, Phila., Pa.  
 Savings Fund Society, Phila., Pa.  
 Western Sav. Bank, Phila., Pa.  
 Penn. Nat. Bank, Reading, Pa.  
 Institution for Savings, Providence, R. I.  
 Savings Bank, Burlington, Vt.  
 Mutual Sav. Bank, Wheeling, W. Va.

### Cemeteries.

Graceland Cemetery Co., Chicago, Ill.  
 Forest Hills Cemetery, Boston.  
 Mt. Hope " "

### Hospitals.

Johns Hopkins Hospital, Balt., Md.  
 Thomas Wilson Sanitarium, Balt., Md.  
 N. E. Hospital, Boston.  
 Univ. of Penn. Hospital, Phila., Pa.

### Collection Agencies.

Wilmarth, Howard & Co., 146 Franklin St., Boston, Mass.  
 Snow, Church & Co., 146 Franklin St., Boston, Mass.

### Insurance Cos.

Pacific Mut. Life Ins. Co., San Francisco, Cal.  
 Conn. Gen'l Life Insurance Co., Hartford, Conn.  
 Conn. Mutual Life Insurance Co., Hartford, Conn.  
 Hartford Steam Boiler Ins. Co., Hartford, Conn.  
 Phoenix Mut. Life Ins. Co., Hartford, Conn.  
 Travelers Life Ins. Co., Hartford, Conn.

Equitable Endowment Ass'n, 605 F Street,  
 Washington, D. C.  
 Columbian Accident Co., Chicago, Ill.  
 Metropolitan Accident Ass'n, Chicago, Ill.  
 Mut. Accident Ass'n of the Northwest, Chi-  
 cago, Ill.  
 North American Accident Ass'n, Chicago.  
 Travellers Preferred Acc. Ass'n, Chicago, Ill.  
 National Accident Ass'n, Indianapolis, Ind.  
 American Accident Co., Louisville, Ky.  
 Union Mut. Life Ins. Co., Portland, Me.  
 Am. Legion of Honor, Beacon St., Boston.  
 Atlas Ins. Co., Boston.  
 Board of Fire Underwriters, Boston, and in  
 the offices of its 46 members.  
 Conveyancers Title Ins. Co., Boston.  
 John Hancock Life Ins. Co., Boston.  
 New England Mut. Accident Ass'r., Boston.  
 Security Live Stock Ins. Co., Boston.  
 Berkshire Life Ins. Co., Pittsfield, Mass.  
 Mass. Mut. Life Ins. Co., Springfield, Mass.  
 Nat. Masonic Aid Ass'n, Westfield, Mass.  
 State Mut. Life Assurance Co., Worcester,  
 Mass.  
 Imperial Life Ins. Co., Detroit, Mich.  
 Gopsill Ins. Agency, Jersey City, N. J.  
 Mutual Benefit Life Ins. Co., Newark, N. J.  
 Prudential Ins. Co., Newark, N. J.  
 U. S. Industrial Ins. Co., Newark, N. J.  
 Ætna Ins. Co., Brooklyn, N. Y.  
 Bankers & Traders Accident Ass'n, N. Y.  
 City.  
 Brooklyn Life Ins. Co., N. Y. City.  
 Equitable Life Assurance Soc'y, N. Y. City.  
 Germania Life Ins. Co., N. Y. City.  
 Home Life Ins. Co., N. Y. City.  
 Ins. Co. of No. America, N. Y. City.  
 Lancashire Ins. Co., N. Y. City.  
 Liverpool, London & Globe Ins. Co., N. Y.  
 City.  
 London Ass. Corporation, N. Y. City.  
 Manhattan Life Ins. Co., N. Y. City.  
 Metropolitan Life Ins. Co., N. Y. City.  
 Mutual Fire Ins. Co., N. Y. City.  
 Mutual Life Ins. Co., N. Y. City.  
 Mutual Reserve Fund Life Ass'n, N. Y.  
 City.  
 National Fire Ins. Co., N. Y. City.  
 N. Y. Life Ins. Co., N. Y. City.  
 Niagara Fire Ins. Co., N. Y. City.  
 Phenix Ins. Co., N. Y. City.  
 Provident Fund Soc'y, N. Y. City.  
 Provident Sav. Life Assurance Soc'y, N. Y.  
 City.  
 Queen Fire Ins. Co., N. Y. City.  
 Tariff Assoc. City of N. Y., and in the offices  
 of its 60 members.  
 Traders' & Travelers' Acc. Co., N. Y. City.

U. S. Life Ins. Co., N. Y. City.  
 U. S. Mut. Acc. Ass'n, N. Y. City.  
 Washington Life Ins. Co., N. Y. City.  
 Williamsburg City Fire Ins. Co., N. Y. City.  
 Com. Travellers Acc. Co., Utica, N. Y.  
 Union Central Life Ins. Co., Cincinnati, Ohio.  
 Canada Life Assurance Co., Hamilton, Ont.  
 Federal Life Assurance Co., Hamilton, Ont.  
 London Life Ins. Co., London, Ont.  
 Confederation Life Ass'n, Toronto, Ont.  
 Manufacturers' Life Ins. Co., Toronto, Ont.  
 North American Life Assur. Co., Toronto,  
 Ont.  
 Temperance and General Life Assurance Co.,  
 Toronto, Ont.  
 Dominion Life Ins. Co., Waterloo, Ont.  
 Ontario Mutual Life Assur. Co., Waterloo,  
 Ont.  
 British Emp. Mut. Life Assur. Co. of London,  
 Eng., Montreal, P. Q.  
 London & Lancashire Life Assurance Co.,  
 Montreal, P. Q.  
 Standard Life Assurance Co., Montreal,  
 P. Q.  
 Sun Life Assurance Co., Montreal, P. Q.  
 Fidelity Mut. Life Assurance Co., Phila., Pa.  
 Franklin Fire Ins. Co., Phila., Pa.  
 Penn Mut. Life Ins. Co., Phila., Pa.  
 Provident Life and Trust Co., Phila., Pa.  
 Equitable Life Ass. Soc'y, Pittsburgh, Pa.  
 People's Mut. Accident Ass'n, Pittsburgh,  
 Pa.  
 National Life Ins. Co., Montpelier, Vt.  
 Life Ins. Co. of Virginia, Richmond, Va.  
 Northwestern Mut. Life Ins. Co., Milwaukee,  
 Wis.

#### **Loan Associations, Title Insurance Cos., &c.**

Columbia Bldg. & Loan Ass'n, Denver, Col.  
 Fidelity Bldg. & Loan Ass'n, Denver, Col.  
 Bell County Abstract Co., Pineville, Ky.  
 Southwestern Bldg. & Loan Ass'n, New  
 Orleans, La.  
 Guaranty Bldg. & Loan Ass'n, Minneapolis,  
 Minn.  
 Guaranty Sav. & Loan Ass'n, Minneapolis,  
 Minn.  
 Interstate Bldg. & Loan Ass'n, Minneapolis,  
 Minn.  
 Northwestern Guarantee & Loan Ass'n,  
 Minneapolis, Minn.  
 Nat. Loan & Sav. Union, Helena, Mont.  
 Equitable Bldg. & Loan Ass'n, South Sioux  
 City, Neb.  
 N. J. Title & Abstract Co., Jersey City, N. J.  
 Manufacturing Investment Co., N. Y. City.  
 Title Guarantee & Trust Co., N. Y. City.

Germantown Real Est., Dep. & Trust Co.,  
Germantown, Phila., Pa.  
Land Title and Trust Co., Phila., Pa.  
Home Market Club, 56 Bedford St., Boston.  
Loyal Legion, Hawley & Milk Sts., Boston.  
Master Builders' Ass'n, 164 Devonshire St.,  
Boston.  
Republican Club, 258 Washington St., Bos-  
ton.  
Tariff Reform Club, New York.

#### **Manufacturing Establishments.**

Pratt & Whitney Co. (Small Tool Dep't),  
Hartford, Conn.  
Coe Brass Mfg. Co., Torrington, Conn.  
Edge Moor Iron Co., Edge Moor, Del.  
Link Belt Machinery Co., Chicago, Ill.  
Penna. Steel Co., Sparrows Point, Md.  
Neverslip Horseshoe Co., 36 India Wharf,  
Boston.  
N. E. Mfg. Security Co., 70 Kilby St., Bos-  
ton.  
Westinghouse, Church, Kerr & Co., 620 At-  
lantic Ave., Boston.  
Fore River Engine Co., Weymouth, Mass.  
American Card Clothing Co., Knowles Bldg.,  
Worcester, Mass.  
Camden Iron Works, Camden, N. J.  
Link Belt Eng. Co., 49 Dey St., N. Y. City.  
Hendrick Mfg. Co., Carbondale, Pa.  
Latrobe Iron and Steel Works, Latrobe, Pa.  
Southwark Found. and Mach. Co., Phila., Pa.  
Wm. Sellers & Co., Phila., Pa.  
Bethlehem Iron Co., So. Bethlehem, Pa.  
The Crompton Co., Providence, R. I.

#### **Miscellaneous.**

Elmwood Creamery Co., Elmwood, Conn.  
Geo. S. Morrison, "The Rookery," Chicago,  
Ill.  
Chas. J. Morse, "The Rookery," Chicago, Ill.  
Thos. MacFarlane, Am. Aberdeen Angus  
Breeders' Ass'n, Iowa City, Ia.  
Thos. B. Wales, Holstein Friesian Ass'n,  
Iowa City, Ia.  
Jas. McCreery & Co., N. Y. City.  
E. W. Eckert, C. E., N. Y. City.  
Industrial Information Co., N. Y. City.  
Meyrowitz Bros., Opticians, N. Y. City.  
Stern Bros., New York, Mail Order Dep't.  
John Wanamaker, Phila., Mail Order Dep't.

#### **Publishers.**

American Protective Tariff League, 23 West  
23d St., New York City.  
Silver, Burdett & Co., Boston.  
Christian Union, N. Y. City.  
Engineering & Building Record, N. Y. City.  
Engineering & Mining Journal, N. Y. City.

Curtis Publishing Co., Phila., Pa.  
D. C. Heath & Co., Boston.  
Ginn & Co., Boston.

#### **Railroads.**

C., B. & Q. R. R., Gen'l Office Building,  
Chicago, Ill.  
B. & O. R. R., Balt., Md.  
Union Pacific R. R., Comptroller's Office,  
Equitable Building, Boston.  
D., L. & W. R. R. (Law Dep't), 26 Exchange  
Place, N. Y. City.  
Vol. Relief Dep't, Penn Co., Cleveland, O.  
Lehigh Valley R. R. Co., So. Bethlehem, Pa.  
A., T. & S. F. R. R., Topeka, Kan.

#### **State and Municipal Offices.**

Barnstable Co. Register Deeds' Office, Barn-  
stable, Mass.  
Mass. State Board of Health, Boston.  
Board of Health, City of Boston.  
Board Police Commissioners, Boston.  
Boston School Com. Rooms, Boston.  
Coms. of Public Institutions, Boston.  
Dep't of Outdoor Poor, State of Mass., Bos-  
ton.  
Mass. State Board Lun. and Charity, Boston.  
Met. Sewerage Commission, Boston.  
State Aid, City of Boston, Boston.  
Hampshire Co. Clerk of Courts, Northamp-  
ton, Mass.  
Hampshire Co. Register of Deeds, North-  
ampton, Mass.  
Hampshire Co. Register of Probate, North-  
ampton, Mass.  
City of Springfield, Springfield, Mass.  
Missouri Sup. Court, Jefferson City, St.  
Louis, Mo.  
Board of Public Instruction, Albany, N. Y.  
City Engineer, Albany, N. Y.  
County of York Law Ass'n, Court House,  
Toronto, Ont.

#### **Telephone and Electric Cos.**

Mather Electric Co., Manchester, Conn.  
Electrical Supply Co., 171 Randolph St.,  
Chicago, Ill.  
Am. Bell Telephone Co., 125 Milk St., Boston.  
Thomson Elec. Welding Co., 89 State St.,  
Boston.  
Thomson-Houston Electric Co., 620 Atlantic  
Ave., Boston.  
Thomson-Houston Int. Elec. Co., Boston.  
Daft Elec. Co., Jersey City, N. J.  
Am. Telephone and Telegraph Co., 18 Cort-  
landt St., N. Y. City.  
Met. Telephone and Telegraph Co., 18 Cort-  
landt St., N. Y. City.



**23. Trays.** A very great convenience, either used alone or in working over cards before putting them in the drawers. One who has used them will never be without. With or without covers, and with or without partitions. The covers keep out much dust, but add to cost, and are less convenient for current desk work. For small card index outfits covers are best. The partitions serve to separate the contents into five distinct boxes. This has the advantage over guides of leaving the cards loosely arranged, so that the eye often sees the exact card wanted, without aid from the fingers. Where covers are not used, trays two-thirds high of card are better, as, while they hold the cards equally well, it is much easier to handle and to read them when they project above the sides, and the light also reaches them much better.

**I. size,  $5\frac{1}{2} \times 13 \times 21$  cm ( $2 \times 5 \times 8$  in.).**

|                                                      | WOOD COVERED<br>WITH PAPER. | TIN.   | HANDSOMELY<br>FINISHED<br>ANTIQUE OAK. |
|------------------------------------------------------|-----------------------------|--------|----------------------------------------|
| 23i, plain . . . . .                                 | \$0.25                      | \$0.40 | \$0.50                                 |
| 23j, with 5 divisions . . . . .                      | .40                         | .60    | .75                                    |
| 23j2, with 5 divisions, $\frac{2}{3}$ high . . . . . | .40                         | .60    | .75                                    |
| 23k, with covers . . . . .                           |                             | .60    |                                        |
| 23l, with divisions and covers . . . . .             |                             | .75    |                                        |

**P. size,  $8 \times 13 \times 26$  cm ( $3 \times 5 \times 10$  in.).** Wood are  $8 \times 13 \times 23$  cm.

|                                          |        |        |        |
|------------------------------------------|--------|--------|--------|
| 23p, plain . . . . .                     | \$0.30 | \$0.50 | \$0.60 |
| 23q, with 5 divisions . . . . .          | .40    | .75    | 1.75   |
| 23r, with covers . . . . .               |        | .75    |        |
| 23s, with divisions and covers . . . . . |        | 1.00   |        |

See page 31 (under No. 22) for description of card index outfits in trays.

**24. Card Index Fittings.** These are described under No. 22. We give here, under proper catalog number, list and price of the separate fittings used in the complete outfits. (See p. 24 to 26.)

**24a1. Blocks.** Size for No. 32 cards. Sold in pairs, the front and back being at a different angle. Price, 5c. each.

**24a2.** Size for No. 33 cards, 5c. each. Both sizes are sent without dowels, unless they are specially ordered.

**24e1. Zinc Guides.** Size for No. 32 cards. Price, \$2.50 per 100.

**24e2.** Same size for No. 33 cards. Price, \$3.00 per 100.

**24f1. Bristol Guides.** Size for No. 32 cards. Cut in half, third, and fifth lengths. \$5.00 per 1,000.

**24f2.** Same. Size for No. 33 cards. Price, \$6.00 per 1,000.

**24f4 and 5. A to Z Guides.** Lettered from a to z, same as used in No. 22c1 and 22c2 outfits. These are on very heavy bristol, cut so as to read a, b, c, d, etc., in sequence without one standing front of the other. Made to order, with any lettering or marking. Prices, 24f4, bristol, a to z, index, size 32, 25c.; 24f5, bristol, a to z, index, size 33, 25c.

**24g. Guide Label Ink.** Per bottle, 25c.

**24i. Lock Guard Rods.** Price, 25c. each.

**24k. Locking Attachment.** A handsome bronze bar in front of each tier of drawers, with lock. Can be removed without disfiguring the case, and readily applied when wanted. Price, Locking Attachment for 22a, e, i, or o, \$2.00 each; 22f and p, \$3.00 each; 22g and q, \$5.00 each.

**24u. Label Holders.** Made in four sizes, of bronze, handsomely finished, fitting cards 2 x 5 and 2 x 7½ cm, at 15c. each; cards 2 x 12½ and 5 x 7½ cm, at 20c. each. The 2 x 5 are used regularly on card index cases, the 7½ x 5 on filing boxes, etc.

**24v. Labels.** Fitting above holders. Plain 2 x 5, 2 x 7½, 2 x 12½ cm at 10c. per 100, 5 x 7½ cm at 15c. per 100.

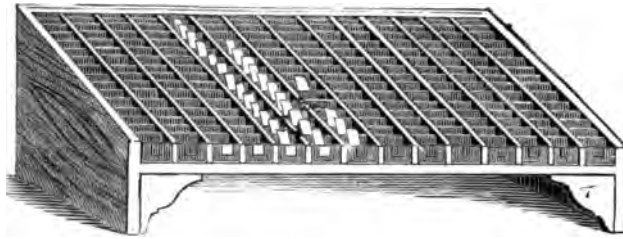
Printed labels for card index outfits in sets for the different cases. Price per set, a, e, i, o, 15c.; p and f, 25c.; g and q, 50c.

**25b. Slip Trays.** Small trays for holding 5 x 5 and 5 x 7½ call slips, so much used for mem's, and in very small libraries for charging loans. For the 5 x 7½ cm slip they are made in oak and tin; for the 5 x 5 cm, in tin only. Each compartment is 5½ wide x 2 cm long. The following fit 5 x 7½ slips:—

|              |    |                   |              |           |            |
|--------------|----|-------------------|--------------|-----------|------------|
| <b>25b1.</b> | 5  | compartment tray, | 5 x 1, tin.  | . . . . . | <b>.40</b> |
| <b>25b2.</b> | 10 | "                 | " 5 x 2 "    | . . . . . | <b>.65</b> |
| <b>25b3.</b> | 10 | "                 | " 10 x 1 "   | . . . . . | <b>.65</b> |
| <b>25b4.</b> | 20 | "                 | " 10 x 2 "   | . . . . . | <b>.75</b> |
| <b>25b5.</b> | 5  | "                 | " 5 x 1, oak | . . . . . | <b>.75</b> |

For 5 x 5 cm slips, order trays of above numbers, *but two-thirds high*.

**25a. Sloping Slip Case.** A series of 20 compartment, movable tin trays, held at the proper angle by handsome wood case, with



tight-fitting dust cover. Devised for charging loans, indexing, and similar work where many slips are to be arranged or referred to.

The charge is made on a slip of manilla or other paper, size 5 x 5 cm (2 x 2 in.) or 5 x 7½ cm. First the number of the book, then the borrower's number with date. The slips are arranged consecutively by book number in the trays, each day's circulation occupying one tray. Each column is complete in itself, and movable. The whole series is slid one to the right each day, allowing the newly emptied column to be inserted at the head, thus saving all transfer of slips. The right-hand column shows overdue books.

Libraries open every day in the week require 15 trays; three or four days, 10 trays; and those two days, 5 trays. Each tray will hold 2,000 slips, tho more convenient with half that number.

#### PRICES

|                                     |           |                |
|-------------------------------------|-----------|----------------|
| 15-section, charging case complete, | . . . . . | <b>\$25.00</b> |
| 10 " " " "                          | . . . . . | <b>15.00</b>   |
| 5 " " " "                           | . . . . . | <b>10.00</b>   |

The 15-tray case is fitted with 3 drawers, giving space for a card catalog of 3,000 cards, or for storage of charging slips.

No other charging system, except the now discarded ledger, has had so wide adoption.

**25c. Charging Case.** A two compartment wood case with cover.



Adapted to small libraries. The charge is made on a book card (see 34a) 7½ x 12½ cm. (3 x 5 in.) which contains book number, author's name, and title of book. In the columns below is added the borrower's number with date. The cards are arranged by date,

each day's cards being in order of book numbers.

Price, complete case and date guides, . . . . . **\$4.50**

## Stamps and Dates

**L. B. Dates.** In library work dates are constantly used and often in places (e. g. on borrowers' or other cards of the charging system) where space is limited, and the need of quick work makes it difficult to get the date in the space assigned. The system of date abbreviations devised by Melvil Dewey in 1878 has proved its claim good to be the briefest possible without new signs and with perfect freedom from ambiguity, and it is clear to those who see it for the first time.

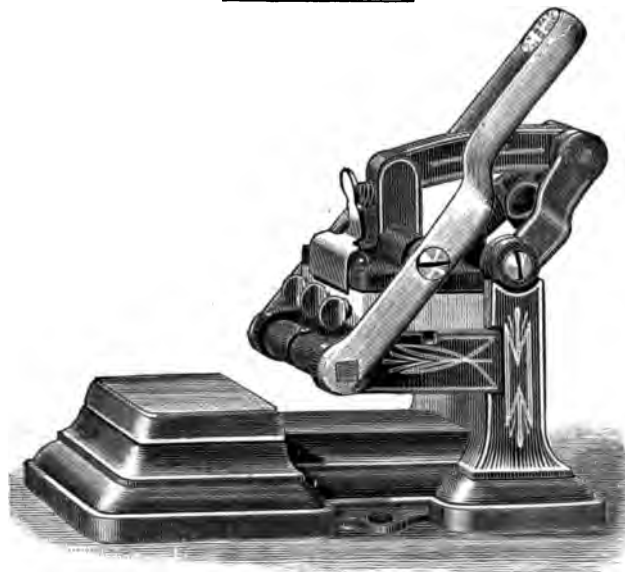
The common plan of using numbers for the month should be abolished, as about half the world reads 2/3 as Feb. 3d and the other half as 2d of March; and each stoutly insists that to read it the other way is a blunder. Taking the average of the year the L. B. dates are shorter and free from all danger of mistake. The series for the months is —

**Ja F Mr Ap My Je Jl Ag S O N D**

The date is written with day, month, and year in logical order, and, as the letter separates the figures, no lines or periods are needed; e. g. 3 F 89 is 3d of Feb. 1889.

For convenience, speed, and chiefly for legibility, dates should be stamped in colored ink instead of written. We have had moulds made for the above system, and furnish it with all our daters in place of the old abbreviations, unless the latter are explicitly ordered.

**Price, 26a, L. B. System, Rubber Dates.** Days, months, and years complete in box with forceps, **40c.** per set.



**26d. Lever Self-Inker.** This patent lever self-inking, dating and printing stamp, has altogether a new and different principle of action. By a simple, easy motion the lever is brought forward, carrying

the die from the inked cushion to the plate on which the impression is made. It springs back to place automatically, and all is done without noise or jar, and with greater speed than any self-inker we know of. Its construction is simple, and involves less wear and friction than other stamps. A very important feature is the interchangeable dies. One can use as many different dies as he chooses in the same mechanism, either with or without dates. The change can be made in a second.

For library dating we have the stamp fitted with gage for registering in small spaces, like those on a borrower's card, dates only being used in the die. These are as easily changed as in the cheap pad stamp, while the gage and die can be immediately removed to give place to another die, if wished.

#### PRICES

**26d1.** Lever Self-inker, fitted with dating die, box of metal-bodied dates, and library gage . . . . . **\$8.00**

**26d2.** Same, with only printing die, no dates or gage . . . . . **7.00**

Extra dies, either solid or mortised for dates, cost \$1.25 extra.

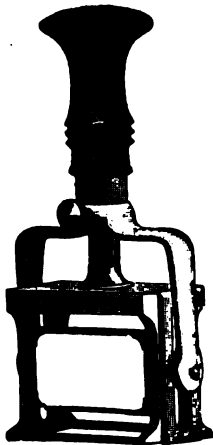


**26d4. Lever Dater.** Smaller and cheaper form of 26d1 for dating only. This is our most popular style. All stamps fitted with gage for registering in the small spaces of a borrower's card, and complete set of L. B. dates, ink, etc.

Price, 26d4 Lever Dater . . . **\$4.00**



**26e. Self-Inking Library Dater.** These were the first dating stamps with rubber type offered to libraries, and are undoubtedly in use today in more of them than any other form. They are durable, simple, and easily cared for, but are not as noiseless as the Lever Stamp. Fitted with gages for stamping in exact spaces, and supplied with complete set of L. B. Dates, for **\$5.00.**



**26f. Self-Inkers.** Used either for printing or dating. Have great advantages over the platform stamps. May be used on books as well as on cards or single sheets. For a slight extra charge a die with any words wished can be put on any of these daters, so to stamp at the same time with the dates. Complete with L. B. Dates.

**PRICES**

|                |       |
|----------------|-------|
| 3 x 3 cm plate | 83.00 |
| 3 x 5 cm " "   | 4.00  |

**26g. Pad Dater.** Hand stamp. Most compact, and admits of dating in inner margin of books, etc. Complete, with dates, pallet, and ink pad, 75c.



**26h. Pencil Dater.** A movable pad dater attached to a lead pencil; a slight motion of the hand stamps the date much plainer than it can be written, without removing the hand from the pencil. Of great service at the loan desk, where books must be charged rapidly. Devised at the Milwaukee Public Library, and adopted by many others.

Price, dater and L. B. dates, complete, 75c.

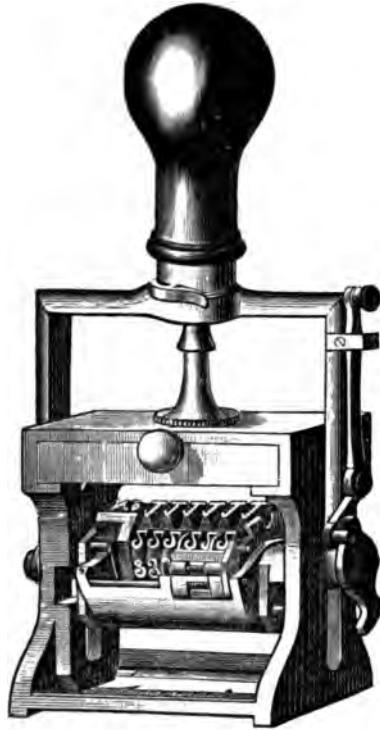


**26i4. Numbering Stamp.** A cheaper form than 26i2. Figures change automatically; can be adjusted to print any number of times; not so durable, but ample for offices and libraries where a stamp is not largely used.

**PRICES**

|                                      |         |
|--------------------------------------|---------|
| 4-wheel numbering machine, 1 to 9999 | \$15.00 |
| 5-wheel " " 1 to 99999               | 18.00   |
| 6-wheel " " 1 to 999999              | 20.00   |

**26i2. L. B. Accession and Numbering Stamp.** Used in library work for registering the accession number in books, on cards, and elsewhere, and in banks and commercial offices for numbering



checks, stock certificates, etc. This machine is very exact in its operation. The figures shift automatically one number higher at each impression, as required for consecutive numbering or paging, or it can be instantly adjusted to print each number twice, or to repeat the same number indefinitely. Made specially for us. We recommend them as the best obtainable.

Selection can be made from the following face type:—

d) №1234567890

e) №1234567890

f) №1234567890

g) №1234567890

h) №1234567890

**PRICES**

|                                            |   |           |                |
|--------------------------------------------|---|-----------|----------------|
| 4-wheel Machine, numbering from 1 to 9999, | . | .         | <b>\$25.00</b> |
| 5-wheel                                    | " | " 99999,  | <b>30.00</b>   |
| 6-wheel                                    | " | " 999999, | <b>35.00</b>   |

**26i3. D. C. Numbering Stamp.** For users of the Decimal Classification a special stamp has been made, providing for two decimals; i. e. for five figures of the classification. Used for printing the class numbers on cards, book plates, and labels. It has not only proved a genuine labor-saver, but adds uniformity and legibility to the catalog.

Price, 26i3 5-wheel, D. C. Stamp . . . . . **\$30.00**

**26j. Book Number Stamp.** A three-wheel stamp, made specially for the Cutter notation. Two stamps are required, one giving the alphabet A-M, the other N-Z, in combination with the places of figures. Price, three-wheel stamp, **\$25.**



### **26m. Embossing Stamp.**

Needed to mark the name and place of the library on the title pages and all plates, maps, and inserts not printed on the regular forms, and therefore liable to be removed. If the stamp is properly made it is impossible to iron out its impression so that it cannot be detected if the sheet is

held up to the light and the broken fibres examined. A rubber stamp used to mark titles and plates is apt to stain, blot, or offset; or, if an ink that acts like a paint instead of a dye is used, after many years it can be removed with an ordinary eraser. Safety and appearance both require the raised letters of the seal press. We recommend plain gothic letters for name and location of library, avoiding fancy types and border lines. (See *Library Notes*, p. 27, vol. 1.) Price, \$5.00.

**26n1. Hinged-Cover Desk Pad.** The inking cushions are made of felt covered with fine Farmer's satin, and enclosed in an enameled iron, dust-proof case, the top of which is so hinged as to swing back to a stop. It opens or closes by the touch of one finger, and requires no extra space when open. The bottoms are lined to prevent scratching the desk.

Price, 3 x 4 in., 60c.; 4 x 5 in., 75c.; 3½ x 5½ in., 75c.

**26n2. Gelatine Stamp Pad.** This is gelatinized ink, in a tin box with cover, and has one layer of thin fabric drawn over its surface. This is constantly kept moist with ink by absorption from the elastic cake, so that it is always ready to properly ink the face of a rubber stamp. In red, violet, blue, green, and black.

Price, 2¼ x 3½ in., 30c.; 2¾ x 4½ in., 40c.; 3½ x 6 in., 60c.

**26n3. Stamp Ink.** For use in self-inking rubber stamps, and for re-inking. ½-oz. bottle, 15c.; 1 oz., 25c.; 2 oz., 40c.

The metal letters of the numbering machines require a special ink, which we furnish at 30c. per bottle.

---

We have every facility for furnishing any pattern of rubber or metal stamp, and in any form now made. Full catalog of self-inking dating and printing, ribbon, numbering, rubber pad, and embossing stamps, together with list of metal-bodied type and pellets, stamp ink, and pads, will be sent on application.



## Book Supports.

Every library learns by sad experience how important a factor they are in preserving bindings, keeping the shelves sightly, and books upright. Every bookowner has trouble from books dropping over on their sides or tipping part way. Many modern books have covers so thin that they are little better than flexible leather or stiff paper, and unless braced they "squash down" as does an unsupported pamphlet. Every binder is largely indebted to the carelessness of bookowners in this respect. Books half tipped over soon have the threads broken, the binding is ruined, and must be replaced. If the threads are strong, the book may stand the strain, but become so warped that it can never be straightened. To avoid these evils, scores of devices have been made, tried, and rejected as not worthy adoption; unsatisfactory in working, unsightly on shelves, taking up room needed for books, heavy, bulky, clumsy, with springs constantly getting out of order, adapted to only one use or to only one thickness of shelf, and too expensive for wide use. The want has led to many efforts to supply it.

Our first book braces, copied from the Boston Public Library, were cubes of wood about 15 cm on each edge, and cut thru diagonally. These took much room, and were easily moved from lack of weight. After these came the pressed brick, covered with paper. This took less room and held the books better; but they were dropped and broken, or broke something else, including the toes of attendants, were clumsy on shelves and off, and would not hold up tall books. Some to this day use these bricks, and say that the space taken is not a strong objection, because if there is space on the shelf it makes no difference, and if there is no space, then the brace is unnecessary. They forget that when the shelf is filled the brick must be taken out and put *somewhere* to store it, and that two books will go anywhere that one brick can be put.

After successive experiments the supports now recommended by the Bureau were devised, and not only have to a very large extent replaced the crude forms in use, but in these improved patterns have been found such an economy as greatly to increase the general use of supports.

The three candidates for favor—the L. B., Crocker, and Buffalo—have individual merits, not common to all. For 8° volumes, the L. B. has the widest use, while for folios the Crocker will be found most effective. The Buffalo support's principle of action is much the same as the L. B., and has the advantage of not disappearing among the books, but the disadvantage of taking more space on a full shelf, of compelling the shelves to be grooved specially, and cannot be used to support books on counters and tables, as can the L. B. Each library will do well to test the different kinds for themselves. The Bureau offers sample lots for a month's trial.



TWO L. B. USED AS ADJUSTABLE BOOK RACK.



L. B. SUPPORT ON A SHELF.

**28a. L. B. Book Support.** This was the first satisfactory support devised, has been longest on trial, and its wide and ever-increasing use attests its efficiency. It serves not only for books and pamphlets on the shelves, but in pairs the two supports make a perfect temporary shelf on table, floor, or ledge — indeed, anywhere, of any desired length, and serve equally well to hold upright a single pamphlet or a very considerable library. This quality makes it the best support for office and home use. Thus is supplied a want often felt in every room where books are kept or handled.



**Description.** The long plate on the shelf is held firmly in place by the weight of the books upon it. The shorter plate gives to the face which holds the books upright a spring, entirely lacking in all supports previously used.

It is exceedingly simple. There are no springs, screws, or joints to get out of order, or to injure fine bindings by scratches. It is a single piece of iron, of simple shape, taking only the space of a few leaves on shelf or table, so that greater durability is impossible. It packs in least space, nesting together, so that ten take no more room than one of the old supports.

**Two distinct uses.** Singly, the best known device to keep books upright on shelves. In pairs, the best adjustable shelf ever made. The tongues just slip thru the opening, so that two supports will hold firmly upright a single sheet of paper or a score of books. Each support makes a firm end for the column of books between them.

Sample 100 sent on trial to any library, subject to return if not fully satisfactory.

**Price, 20c. each. . . . . \$1.80 for 10. . . . . \$16.00 for 100.**



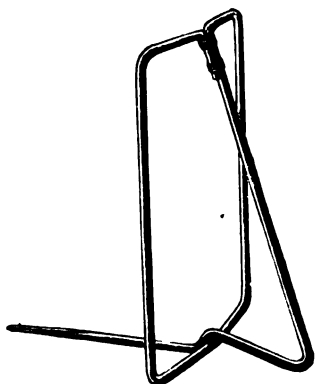
**28c. Crocker Book Brace.** The Crocker Library Book Brace is a plate of wood 8 cm wide, 1 cm thick, and 17 or 26 cm long, of beech, with edges rounded and surfaces nicely finished, so that nothing can injure the finest binding. A fine steel spring, attached by screws and nuts in a slot, is adjusted so that the length from tip of spring to foot of brace is just *one-half inch* more than the space between shelves where it is to be used. The foot of the brace is placed against the books with the spring outward. On raising it to a vertical position, the tips of the spring engage the under side of the shelf above, effectually preventing any forward thrust of the books. The spring is slightly curved, so that it is placed in position with perfect ease, allows the books to be removed in front of it without resistance, and can be moved toward the books to fill any spaces with the ease of an ordinary book. It holds the books firmly at the top, where a small force is so much more effective than a large one nearer the bottom, and supports with rigid resistance any column of books, even the tallest folio as firmly as it does an octavo, a thing impossible with any other brace on the market.

As most practical evidence, we quote from Mr. C. A. Cutter, Librarian of the Boston Athenæum :—

"I have been using the Crocker book support for octavos over a year, and am gradually substituting them for the 'Economy book support;' i. e. the iron brace now called the L. B. Lately I have had some made for folios, in two sizes, the wood being 41 and 46 cm long. I find they work perfectly on shelves where the 'Economy' supports have proved utterly useless on account of the weight of the folios being too much for them and bending the iron."

A sample lot of 100 will be sent on 60 days' trial if wished, to be returned if not satisfactory.

Prices for O and Q sizes, 15 cents each; \$1.35 for 10; \$12.00 for 100. Extra long for folios over 35 cm (14 in.) high, 18 cents. For 40 cm (16 in.) or 50 cm (20 in.), 20 cents each.



**28e. Buffalo Book Brace.** Devised by J. N. Larned, Supt. of the Buffalo Library, Buffalo, N. Y. This support aims to avoid any possibility of turning on the shelf, sliding to the back, or disappearing between the books, by carrying a tongue under the books in a groove running the length of all the shelves. This is the latest candidate for favor, and, so far as it has been adopted, is highly commended.

Price, **28e** Buffalo Book Brace, **15c.** each; **\$1.35** for **10**; **\$12** per **100**.

**28d. Wood Dummies.** For indicating the locality of a book kept elsewhere than in its regular place. The label below is pasted on the side of a thin board,  $12\frac{1}{2} \times 20 \times \frac{1}{2}$  cm ( $8 \times 10 \times \frac{1}{4}$  in.), and when filled out gives the description of the book, and forms a permanent record of its actual location. The reason for its removal is shown by underlining on the slip the printed sentence which applies in the particular case. Price, **\$5.00** per 100.

| Class                                                                                                      | Book | Vols. | Size | Will be found |
|------------------------------------------------------------------------------------------------------------|------|-------|------|---------------|
| Author.....                                                                                                |      |       |      |               |
| Title.....                                                                                                 |      |       |      |               |
| .....                                                                                                      |      |       |      |               |
| For the convenience of those consulting the shelves, this wood dummy represents a book not here, because : |      |       |      |               |
| Too large for the regular shelves.                                                                         |      |       |      |               |
| Transferred to Reference Shelves.                                                                          |      |       |      |               |
| Costly or rare. Removed for safekeeping.                                                                   |      |       |      |               |
| <b>Missing</b> ..... and not yet replaced.                                                                 |      |       |      |               |
| Made by LIBRARY BUREAU, 146 Franklin St., Boston.                                                          |      |       |      |               |

**29a. Bracket Step and Handle.** Instead of noisy, heavy,



inconvenient, and often dangerous step-ladders, stools, etc., which are always under foot when not wanted and in the farthest corner when needed, our device is always in place, strong, efficient, cheap, noiseless, and never in the way. The Bracket Step is screwed firmly to the upright between shelves as high as needed to reach the top shelf, if not too high for a single step; i. e. 30 to 50 cm (12 to 20 in.) from floor. The handle is screwed above at full reach when standing on the floor. For very high shelves a second Step and Handle may be put above the first so to rise two steps. In use, the hand grasping the handle above and the foot on the step, the body is easily and safely raised so to reach 20 inches higher than from the floor. Ladies use them as readily as men. There is no exposure, and little strength is required. One hand is free to get or replace books, and the other balances the body and allows of reaching a shelf length either way. Beside its regular use for reaching books it is often invaluable where a door or window bolt, a gas jet, ventilator, or anything out of reach requires frequent adjustment.

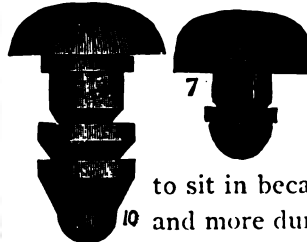
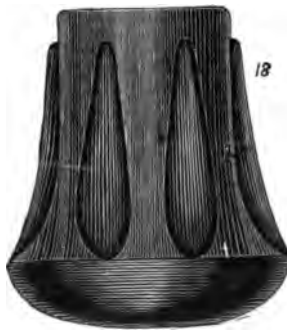
**29a1.** Step, Handle, and strong screws complete, iron, japanned, **25c.**

**29a2.** Iron, gold bronzed . . . . . **30c.**

Discount on 20, 10 per cent; on 100, 20 per cent.

For other devices for reaching high shelves, see folding steps No. 79

**29c. Rubber Chair Tips.** Indispensable in public reading-rooms.



A strong rubber tip or shoe, to fit the various sizes of chair legs, makes them noiseless, pleasanter

to sit in because of the elasticity, and more durable because so much of the jar and strain is avoided by the rubber cushion. Once used no library will be without them. Most reading-rooms use No. 10

tip. A hole is bored in the chair leg and the solid tip inserted, instead of using the cap over the end.

Outside tips, 10c. Inside, 5c. each. \$4.00 per 100. Special bit for boring chair legs, for \$1.00.

Full list of 21 styles free, also rubber casters, wheels, etc., for tile or wood floors, with directions for applying. Send size of chair legs at bottom in ordering the outside caps.

**29m. Smith Adjustable Shelf Support.** For library and merchandise shelves. Can be adjusted instantly to fit any height of book, locking itself into place automatically. This is the most satisfactory shelf support made. It gives a closer and easier adjustment than the L. B. Shelf Pin, the best of all the cheaper devices.



**Description.** Vertical grooves,  $\frac{1}{4}$  in. deep by  $\frac{3}{4}$  in. wide, are made in the upright divisions between the shelves at each of the four corners of the shelf. Iron ratchets are put into these grooves, flush with the face of the divisions. These ratchets are in  $9\frac{1}{4}$ -in. strips, held in place by a pin on each ratchet and by barbed blind staples.

The shelf supports slide in these grooves, and are held at any point set, by the ratchets, the shelf resting on the projecting pin. The shelves are all mortised to take the pin flush with its under side.



To adjust up or down, it is only necessary to lift the shelf and slide the supporting pin either way desired, a spring holding it at any point, from  $\frac{1}{4}$  in. to 9 in.

Mr. Utley, Lib. Detroit P. L., says, after an extensive use of the Smith Support, "I endorse it." Mr. Foster, Lib. Providence P. L., writes, "We

have found them perfectly satisfactory for 12 years."

We shall be glad to send a model to any library wishing to examine it. Address all orders and inquiries to Library Bureau.

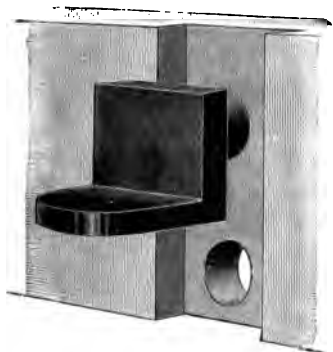
Price, **25c.** per set of 4 pins and ratchets. Special terms on large quantities.

**Library Shelving.** After the books themselves, the first necessity is shelving on which to store them. Much of the convenience of administration depends on the wise solution of the questions involved; e.g., material of shelves and uprights; length, width, thickness, and distance apart; width and height of counter ledge, if any; distance between cases; supports, or pins, if shelves are movable; means of reaching high shelves, if unhappily there be any; galleries and stairs, if used for high walls, etc.; beside the important matters of cost and capacity.

The Bureau has given careful study to all these details; it has facilities for producing the best standards and gives its experience without charge, in adapting them to various local requirements. Estimates for wood shelving, iron stacks, or any interior work on application. Prices will be as low as good work will allow. See 21s.

**29s1. Cole Size Card.** A simple size card for quick and accurate sizing. Parallel lines drawn at the proper distances, i. e. 10, 12½, 15, 17½, 20, 25, etc., cm, from the bottom indicate the outside limits of the height of each size in the symbols Te Tt T S D O, etc. From the lower left-hand corner, three diagonal lines are drawn, which run at a uniform proportion from the edge of the card, and designate with mathematical accuracy the shapes of the books by the proper prefixes *nar*, *sq*, or *ob*. Place the left-hand edge of the card between the cover and the fly-leaves on a line with the bottom of the cover, which serves as an automatic guide to hold it in exact position, and the size and shape appear at once in the card above and at the right of the corner. The card is one of the most useful time-saving devices yet made for catalogers. Price, 25c. each.

**29s2. Size Rule.** A 30 cm boxwood metric rule on which are stamped the sizes of books as decided upon by a committee of the A. L. A. The size is given in both the new symbol, Q, O, D, S, and the corresponding fold designation, 4°, 8°, 12°, 16°. Price, 20c. each.



**29x. Revolving Shelf Pin.** The ordinary metal pin has the round part which fits in the hole in the upright and the flat part on which the shelf rests. In our pin the parts are connected by a piece standing at right angles to the first, thus allowing an adjustment to two heights, without removing the pin from the hole.

We have made many thousands of these for libraries, and they have been found a perfectly satisfactory shelf support. Used by the public libraries at Salem, Mass., Concord, Mass., Grand Rapids, Mich., Howard Memorial Library, New Orleans, La., New York State Library, Albany, and many others. We commend it as the most satisfactory low-priced shelf support made. Our own manufacture.

Price per 10, 15c.; per 100, \$1.00.

**29z. Table Fastener.** An oblong piece of iron, for securely fastening the legs of the table to the floor, 2 mm thick, 5 cm long, and 2 cm wide. One-half the length is mortised into the table leg, and the remaining part screwed to the floor. This secures the table firmly. At least two are required—four are better—for each table. Price, 15c. per 10.



**29u. L. B. Shelf Label Holder.** After some years' experiment with a great variety of devices, we have perfected in material, size, angles, and clinging power a Label Holder for movable use on the shelves. A thin plate of heavy tin, neatly japanned, is cut by dies made for this special use, and so bent as to fit snugly the front edge, binding tightly upon the top and bottom of the shelf. On three sides of the front a narrow flange is turned up, so that a bristol card may be readily inserted, removed, or reversed. The plate, being perfectly flat, clings closely to the wood and holds its place. This holder is slipped under the first books on each topic, and, as the subject grows, is slid along, always marking the beginning. In the relative location now coming into general use, these Holders are almost indispensable. Labels nailed or screwed on the shelves are troublesome to move, disfigure the shelves, and do not mark accurately the beginning and ending of specific subjects. They are also largely used in stores for marking piles of paper, books, packages, etc., their application being almost unlimited. We also furnish a large variety of labels, printed on fine bristol board, fitting the Holders; e. g. the subject numbers and headings of the DECIMAL CLASSIFICATION, titles of the leading periodicals, and any label wanted in libraries. (See No. 37 L. B. Catalog.) The Holders are of two sizes, thus providing for both generic and specific labels, the large Holders showing the main divisions, while the small ones show the beginning of each section or subsection; e. g. 336 Finance could be printed in large type on the large label, while 336.2 Taxation could be in smaller type and on the small label.

#### PRICES

|                                                                                |                                   |
|--------------------------------------------------------------------------------|-----------------------------------|
| <b>29u</b> L. B. Shelf Label Holder, labels $12\frac{1}{2} \times 2$ cm, . . . | <b>10c. each, \$7.50 per 100.</b> |
| <b>29v</b> " " " labels $5 \times 2$ cm, . . .                                 | <b>10c. each, \$7.50 per 100.</b> |
| Blank cards accurately fitting the Holders, either size, per 100, . . .        | <b>10 cents.</b>                  |

In ordering, the exact thickness of shelf must be given. Samples sent on application to Library Bureau.



[Reprinted from v. 2, *Library Notes*.]

## A. L. A. Standard Accession-book.

First of all records to be filled, and by no means last in importance, is the book of accessions, the history of the growth of the library. To this the librarian turns for final reference in doubtful cases. Here is the complete story of each volume, fully told, but in the most compact form. It is the official indicator for the whole collection. Each line is a separate pigeonhole, in which, if not exactly the book, all the condensed facts about the book are placed. Thence they are never removed; they are not stolen, or loaned, or condemned, or withdrawn, or sent to the binder, or lost. The card is never misplaced, the entry does not mysteriously disappear, a new edition never supersedes. Once written, "it is enough," till the paper grows thin with wear and the binding crumbles with age or the ink-lines entirely fade out of ken. He may turn to his book of accessions to learn *what*, and *where*, and *when*, and *whence*, and *how much*, and feel sure of his answer. A well-made accession-book has an element of mathematical exactness unknown to any other catalog. It is the *editio princeps*.

Every volume has a line, and the book is thus an indicator for the entire collection. By this complete, unchangeable record the additions for every day, week, month, and year are shown at a glance; also the total number of volumes which the library has had; and its present number by subtracting the total withdrawn and lost. This book is the most permanent of library records. There is no danger of losing or misplacing entries, as sometimes happens in card catalogs, nor of being compelled to rewrite them, as often happens in the shelf list.

The name catalog should not be applied to the accession-book or to the shelf list, but is restricted to the author, title, and subject catalogs, made primarily for the use of readers, while these are chiefly for official use. Commonly "accession" is used also as an active verb. Some object to this, and prefer entry-book and "to enter;" or record-book and "to record" or register and "to enter." "To register" confuses with the registration of readers. Additions or addition-book and "to add" is perhaps best, as entry on this record is technically the only way to "add" a book.

For this essential book many forms have been used, but the best feat-

ures of all were finally combined in the A. L. A. Model, made by a committee of experts who compared thuroly all the various forms collected, made and tested samples, and finally agreed on all the details of materials, ruling, printing, and binding.

The double page is divided by double lines into three groups. First on the left, after the date of addition, are the three numbers assigned by each library, viz., accession, class or shelf, and book, followed by the volume number. Next come author, title, and imprint entries, which belong alike to every book of the edition regardless of any library. Lastly come the notes of binding, source, cost, changes, loss, re-binding, sale, etc., this third group like the first pertaining solely to this copy and library: or in brief, the line is filled with the title, preceded by the special library numbers, and followed by the special library notes.

The desirability of the location number in the accession-book has never been questioned, but the frequent changes in that number as ordinarily used made its use impracticable. The best managed libraries now assign permanent numbers to their books, so that they may be called for from the oldest edition of the catalog as readily as from the latest. With such a system it is a great convenience to refer directly to the shelf where the book may be found without consulting intermediate catalogs, also to glance down the column of numbers and see in what proportion the various departments, as indicated by those numbers, are receiving additions. The decision of the A. L. A. Committee was unanimous in favor of these columns, for it is believed that every library will sooner or later adopt a relativ location and so need them.

The old arrangement had the *volume column* with the other imprint entries on the second page. Here, the volume immediately precedes the author column, and at the first glance it is apparent what the entry is; *e. g.*, v. 47, Harper's Magazine, is vastly more convenient than to follow across an entire page to the former place of the volume, with the attendant danger, both in entering and consulting, of getting on the line above or below, and thus making serious blunders. Practical use will convince those doubtful of the utility of the change. A still stronger reason is, that the volume-number is an essential part of the call-number or press-mark by which the book is found, and it is inconvenient to have the first part of this number at the beginning of the long line of entries, and the last part at the other end.

The colored lines help the eye in passing across the page, following one or two above or below, and thus avoiding the danger of getting off the line in crossing the fold.

**31a. A. L. A. Standard Accession Book.** Size, 35 x 30 cm (14 x 12 in.). Paper is the best ledger obtainable; ruling and printing the highest grade of work. The binding is the *best*, broad vellum bands, extra strong sewing, selected leather, gold fillets, etc., and extra durable patent back. To match sets, any other style bound promptly to order from sheets. Morocco has proved so much more durable that we catalog and recommend only that binding.

All these books have prefixed a descriptive and explanatory preface, with a full code of detailed rules for entering all kinds of books, maps, works of art, etc.

**PRICES.**

|               |                                                  |               |
|---------------|--------------------------------------------------|---------------|
| <b>31a 1.</b> | 2,000 lines, half turkey morocco . . . . .       | <b>\$3.75</b> |
| <b>31a 2.</b> | 5,000 " " " " . . . . .                          | <b>8.00</b>   |
| <b>31a 3.</b> | 10,000 " " " " . . . . .                         | <b>13.00</b>  |
| <b>31a 4.</b> | 1,000 " press-board covers, with rules . . . . . | <b>1.25</b>   |
| <b>31a 5.</b> | Unbound sheets, per 1,000 lines . . . . .        | <b>1.00</b>   |

Both A. L. A. Standard and the Condensed Accession Book are half numbered, that is with the units and tens printed consecutively thruout the book, without charge. Complete figures are obtained by prefixing the 100s and 1,000s, in ink or by numbering machine, at every fifth or tenth line, which are heavy guide lines across the double page. These can be read quicker then complete consecutive numbers, as the eye catches the prefixed figures and reads the remaining 2 at a glance.

We complete these numbers at 30c. per 1,000; i. e. it adds \$1.50 to the cost of a 5,000-line book to have the numbers 1-5,000 or 5,001-10,000 printed in, but it saves more than this in looks and legibility. This is one half the cost of full numbering, and vastly easier to read. No charge for lettering the name of the library on the binding.

Steel ledger clip for opening at exact place, saving much

|                                                       |               |
|-------------------------------------------------------|---------------|
| wear from handling . . . . .                          | <b>\$ .50</b> |
| Box-wood A. L. A. Size Rule . . . . .                 | <b>.20</b>    |
| Cole Size Card . . . . .                              | <b>.25</b>    |
| Heavy slip covers, fitted to any size, duck . . . . . | <b>1.25</b>   |
| " " " " leather . . . . .                             | <b>3.00</b>   |

Handsome case of polished oak for 5 accession books of 10,000 lines, \$4.00. Door and lock, \$2.00 extra. Can be made in cherry, walnut, or ash if wished. This case preserves the books from dust, fading, and injury, and is an economy. It is sheer waste to leave around on open shelves and tables books of so great value.

**31b. Condensed Accession Book.** Intended for use in private libraries, where it was found desirable to keep some record of the growth, source, and cost of the collection; it has grown into quite a formidable rival of the A. L. A. Standard among public libraries. The entries are as abbreviated as is compatible with clear.

ness, and thus the book is reduced to a compact size that may be shelved in any book case. The numbers are printed 25 on a page in series of 100, at the same cost as in A. L. A. Standard, printed with the last two figures without charge. The book is uniform in size and binding with the L. B. BINDING BOOK and ORDER BOOK, the page being 20 x 25 cm (8 x 10 in.). The paper and binding are of the same quality as in the A. L. A. Accession Book.

|               |                                                     |               |
|---------------|-----------------------------------------------------|---------------|
| <b>31b 1.</b> | 2,000 lines, half turkey morocco, with rules, etc., | <b>\$3.00</b> |
| <b>31b 2.</b> | 5,000 " " " " "                                     | <b>5.00</b>   |
| <b>31b 4.</b> | 1,000 " press-board covers, " "                     | <b>1.00</b>   |

**Same without Preface and Rules.**

|               |                                         |             |
|---------------|-----------------------------------------|-------------|
| <b>31b 5.</b> | Unbound sheets, per 100 lines . . . . . | <b>.06</b>  |
| <b>31b 6.</b> | 200 lines, light board covers . . . . . | <b>.20</b>  |
| <b>31b 7.</b> | 500 " " " " " . . . . .                 | <b>.40</b>  |
| <b>31b 8.</b> | 1,000 " " " " " . . . . .               | <b>.75</b>  |
| <b>31b 9.</b> | 2,000 " blank-book binding . . . . .    | <b>1.50</b> |

These sheets and cheaply bound thin books are found of the utmost practical convenience for all lists of books. The columns allow adding any item when found, and "Price" and "Net cost" columns greatly simplify bills and checking. The low price admits free use. Once adopted no committee or librarian will be willing to spare them.

Published only by Library Bureau, 146 Franklin St. (P. O. Box 260), Boston.

## Shelf List.

Its importance and usefulness are illustrated by the following excerpts from an editorial in vol. 1, *Library Notes*:—

"Once each year the librarian reads the shelves with this list. As the two correspond, he has only to look at the book number and number of volumes, and identify each in its place on the shelves, or if any are missing, to record them. From this missing list he crosses those found to be properly charged or at the binders or satisfactorily accounted for, and the remainder is the annual list of books missing. By prompt attention it is often practicable to recover missing books, and no competent and faithful librarian will fail to have a careful inventory of the property committed to his charge made in this way each year. The objection to the ordinary blank book for this list is the impossibility of foretelling how rapidly subjects will be filled and the consequent certainty that, however carefully the pages may be assigned to the various subjects, the scheme will by and by break down and necessitate recopying the entire work. With the laced shelf sheets, whenever any page is filled a blank sheet is inserted, the proper order is perfectly maintained, and recopying is avoided. If, as often happens, in the constant handling of the list during the inventory, a sheet is torn or soiled

that single sheet can be replaced with a fresh one with trifling labor. The shelf list thus combines the advantages of the book and card forms, being kept in perfect order and capable of expansion and replacement quickly and cheaply as need may arise, and yet being handled and turned through the fingers as readily as an ordinary book. . . . As the great majority of libraries are arranged with more or less minuteness according to subjects, in the same proportion the shelf list is practically a subject catalog in book form and in practice is constantly referred to by those who have access to it. While its real purpose is for inventory, it is hardly less important in many cases as a guide to subjects; and, if one chooses to insert cross references and notes in a different colored ink, it can be made an admirable help to readers wherever books are closely classified by any of the relative systems."

**31i. Shelf List.** This is a brief inventory of everything on the library shelves, and is simply indispensable. It is the guide in all examinations, serves to keep books in proper place, shows any absences, and is a check on theft as well as misplacement.

As the books are shelved by subjects, the Shelf List is a brief Subject Catalog, and in use is found of the *greatest practical value*. While it may be made in various forms and sizes, that recommended by the Am. Library Association has been found most convenient, and is largely taking the place of other forms. It is 20 x 25 cm (8 x 10 in.), ruled with a double head line and 25 cross lines, so that each sheet holds on the two pages 50 books. Columns are ruled for Book No. (2 cm), Accession No. (3 cm), Vol. No. (1 cm), Author (4 cm), and brief title (9 cm), with 1 cm margin for binding.

As the Shelf List is in all systems most liable to be altered or worn out, it is very undesirable to bind it in the usual way; and the Shelf Binder has proved a useful invention for binding quickly, strongly, and yet so that any needed changes can be easily made. The sheets are all perforated exactly alike by machinery, and thru these holes the binding cord or flexible steel is passed. The volume may contain from 1 to 200 sheets, is as strong and convenient as an ordinary book, and yet in a moment any sheet may be removed or a new one inserted without injury. The great practical convenience of this system of perforated sheets and shelf binders has led to its wide adoption for a great many other uses. We now make in various sizes, rulings, and qualities for many other purposes. For the Shelf List proper, however, the standard 20 x 25 cm size is so much used that it only is kept in full stock ready ruled and printed with the proper heads.

These sheets, 20 x 25 cm (8 x 10 in.), are ruled from the best linen ledger paper (1125, see No. 53), and punched with two holes, 15 cm apart, to fit the Shelf List Binder, and with printed headings are 75c. per 100; 60c. per 100 without. Special Binder, \$1.10.

To match old style of binders or any variation from this standard punching or ruling, send sample sheet with order.

**Shelf List Binders.** The C. S., Emerson, Universal and Spring-back are made in an extra strong and durable binder to fit and specially for, these sheets.

The C. S. and Spring-back (the latter binds without perforating) have the largest use for this special purpose.

Price, any style of binder named above, \$1.10 each.

**31j. New York Shelf List.** The only objection to the Standard A. L. A. Shelf List is that in close classification, either so many sheets must be used as to make the Shelf List bulky, or, if more than one subject is put on the same sheet, it sooner or later fills up, and has to be recopied. This has led to the adoption by the New York State Library, whose director was the original deviser of the standard sheet, which has come into such extensive use, of what we call the New York Shelf Sheet. This gives a line 25 cm instead of 20 cm long, with extra space for author, title, and numbers; but the other way, instead of 25 cm it is only 10. These sheets laced into binder make a Shelf List like a pocket check book. It handles easily, and the sheets, being so small, one can be afforded for every topic, even in the closest classification, thus avoiding needless recopying. This form was unanimously adopted by the Faculty of the Library School, as best for the New York State Library, where books are closely classed on the shelves. Price, per 100 sheets, linen ledger paper 25 x 10 cm, ruled, printed, and punched, 50c.

Special one-half morocco binder, to fit in the C. S. style or Spring-back, 90c.

Sole Makers, Library Bureau, 146 Franklin St., Boston.

**31r. Day and Serial Blanks.** The Day Blank is ruled and printed to give a blank space for every day in the year. The months are printed at the top of the columns, and the days at the left, with lines at side and bottom for footings and notes. Ruled and printed on both sides and punched for the L. B. Shelf Binder. The Serial Blank has columns and headings for Title, List Price, Cost, date of order, and from whom. This used with Day Blanks on either side makes a record for 64 serials for two years. The Day Blank is much used for statistics, etc. A two-page circular, descriptive of and how to use them, sent on application.

Price per ten for either day or serial blanks: ledger paper, 25c.; bristol, 30c.; by the 100, 20 per cent discount.

**L. B. Order Books, Sheets and Slips.** [See No. 35u and 35v for description and prices of Slips and Sheets.] These have been perfected with great care, and together make an ideal order system. Each of the three parts is used largely by itself, and in combination, for various purposes. The most approved plan is to use the Slips for recommendation blanks, to submit these to the committee, and to copy in the Order Book those voted, and then to arrange these with the other unfilled orders in the alphabetical Order Index. When an order is to be sent, the List in the Order Book is copied on an Order Sheet which is an exact duplicate in size, headings, numbers, etc., and this goes to the agent. All correspondence, reports, bills, etc., fully identify the exact item by simply giving the consecutive number which is on Slip, Book, Sheet, and, when they come, on book and bill. The Index shows at a glance if any book is ordered. The Book preserves, without danger of loss or disarrangement, the complete list in chronological order. The file of slips of books received tells price, date, agent, person recommending, etc.; in short, in practice this system is found to answer all the questions in the cheapest and most direct way. Samples of Slips and Sheet will be sent libraries wishing to consider the adoption of the system.

**31u. L. B. Order Book.** An essential part of the order system. In best Turkey morocco binding, linen ledger paper, and corresponds in quality and rulings to the condensed Accession Book (see No. 31b). It has special columns and printed headings for Order No., Author, Title, Place, Publisher, Year, Vol., Size, Binding, Agent or Book-seller, List-price, Net-price, Date Rec'd, Date Ordered, Remarks, etc. It is so arranged as to record with the least labor all the items about each book bo't, and becomes one of the most important record books in the library. See Order Slip and Sheet No. 35u and 35v. Printed with "half numbers" on each line free; fully numbered, 30c. per 1,000 lines extra.

**PRICE.**

|              |                                                 |               |
|--------------|-------------------------------------------------|---------------|
| <b>31u1.</b> | 2,000 lines, ½ Turkey morocco binding . . . . . | <b>\$2.50</b> |
| <b>31u2.</b> | 5,000 " " " " " " . . . . .                     | <b>4.50</b>   |

**31x. Binding Book.** For recording in consecutive order the volumes sent to the bindery, and assigning the binding number. This order to the binder is made on an L. B. Binding Slip (see 35x) for each volume, and is a copy of the one-line entry in this book. Made on linen ledger paper, with special rulings and headings for Binding No., Lettering, Material, Color, Size, Vols., Price, Total Price, Library No., Date sent, Date returned, Binder, and Remarks.

|              |                                          |               |
|--------------|------------------------------------------|---------------|
| <b>31x1.</b> | 1,000 line, press board covers . . . . . | <b>\$ .75</b> |
| <b>31x2.</b> | 2,000 " ½ Turkey morocco . . . . .       | <b>2.50</b>   |
| <b>31x3.</b> | 5,000 " " " " " " . . . . .              | <b>4.50</b>   |

Sole makers, Library Bureau, 146 Franklin St., Boston.

**32 and 33. Catalog Cards.** The importance of having these of good material to withstand wear and give the best possible surface for writing and erasure, and the still greater necessity that they be made with the utmost nicety, is explained in their description under Card Index Outfits. (No. 22, p. 27 to 30.) We cannot urge these points too strongly, even tho an inferior stock be used for cards not often consulted.

If cheaper cards are wanted, there is the same reason for buying of the Bureau as in the higher grades. All of our cards, of whatever grade, have the same exactness in ruling, cutting, and punching. This result can only be obtained by methods and machinery devised by us for this special purpose.

No. 22 describes only standard cards suited for outfits. Here under their individual catalog numbers are other grades and forms for which we have found need during 15 years. Any other size of ruling or printing will be made to order. Samples on application.

**d.** A good writing paper used mostly for printers' copy or temporary indexes. Not strong enough for permanent use, nor thick enough to be consulted easily. Colors, white, buff, and blue.

**h.** The heavy linen ledger (1125, see No. 53), used for library blanks and books. Much used in private lists, or where economy of space is necessary. An excellent surface for writing, but too thin for quick handling. Made in white only.

Price, per 1,000.

|                                                     | <b>d.</b>     | <b>h.</b>     |
|-----------------------------------------------------|---------------|---------------|
| No. 32, 5 x 12½ cm. (2 x 5 in.), ruled and punched, | <b>\$ .75</b> | <b>\$ .90</b> |
| No. 33, 7½ x 12½ cm. (3 x 5 in.), " " "             | <b>1.00</b>   | <b>1.25</b>   |

Same, unruled and unpunched.

|         | <b>d.</b>  | <b>h.</b>  |         | <b>d.</b>  | <b>h.</b>  |
|---------|------------|------------|---------|------------|------------|
| No. 32, | <b>.45</b> | <b>.70</b> | No. 33, | <b>.60</b> | <b>.90</b> |

See p. 27 to 30 for description and list of **L. B. Standard Cards** in connection with Card Index Outfits, instead of here in the numerical order of catalog.



Beside the standard cards cataloged above, we have forms for special uses, as shown in the Library School Card Catalog Rules. They are a material aid in quick reference to desired matter in the library catalog, indicating, both by printing and color of card, the nature of the entry. We commend these to all seeking the most useful catalogs. Rules for sample cards illustrating their use are in the Library School Catalog Rules. (See No. 13, p. 7.)

**32m1.** Biography cross reference cards, printed as below on *green bristol*, matching "1" stock, ruled with standard ruling. Price, \$2.25 per 1,000.

|                   |                                                                 |
|-------------------|-----------------------------------------------------------------|
|                   | For valuable matter bearing on this subject see<br>Biography of |
| Among other lives | note specially:—                                                |
| Call number       | Life of By                                                      |
|                   |                                                                 |
|                   |                                                                 |

**33m1.** Same as 32m1, 33 size. \$3.00 per 1,000.

**32m2.** Criticism card. Printed on "1" buff, with heading, "For criticism of." Price, \$2.25 per 1,000.

**33m2.** Same on the larger card, \$3.00.

**32m3.** Biography card. With heading printed on *green bristol*, "For biography of." Price, \$2.25 per 1,000.

**33m3.** Same as 32m3 on the larger card. Price, \$3.00 per 1,000.

**32m4.** Bibliography card. Printed on "1" *blue*, "For bibliography of." Price, \$2.25 per 1,000.

**33m4.** Same as 32m3 in the larger size. Price, \$3.00 per 1,000.

All the above cards are ruled and punched, as shown in diagram on p. 17. Samples sent on application.

**33m5.** Arrangement cards are cut 8 cm wide to project  $\frac{1}{2}$  cm above the others. Plain white bristol printed with the following note:—

|                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Cards on this subject stand in this order:—</p> <p>Bibliographical (blue cards); Biographical (green); General works (white);</p> <p>Special topics (white); alphabeted by words on top line, in red ink, as follows:—</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**33m6. Best books card.** As below, printed on plain white bristol, cut to stand 2 mm. above the others, so the eye recognizes them without turning. \$2.50 per 1,000.

For popular treatises see : —

For scholarly or exhaustive treatises see : —



Revised

**32m7. Removal cards.** Price, \$2.00 per 1,000.

Cards have been temporarily removed from this place for correction or additions by the catalogers. They will be replaced as soon as done. If needed before, they can be had by applying to

Published by Library Bureau, 146 Franklin St., Boston. Publishers and Manufacturers of Fittings and Supplies for Public and Private Libraries.

Size, 8 x 12½ cm.



We keep, for immediate delivery, white, azure, salmon, lilac, terra cotta, green, cherry, and make promptly to order any other color, size, or

**34b. Call Slips.** Plain manilla, white or colored paper, cut into small slips 5 x 5 cm (2 x 2 in.) or 5 x 7½ cm (2 x 3 in.), and used for charging loans, memo., etc. 34b1, 5 x 5 cm call slips, 15c. per 1,000; 34b2, 5 x 7½ cm call slips, 20c. per 1,000. Indicate color desired.

**35u. L. B. Order Slip.** An almost necessary companion of the Order Book (see 31u), also the best Recommendation Blank. Standard "p" size 7½ x 12½ cm, manilla color, blank spaces with printed headings and rulings for all the items of the fullest catalog and all the official library records. Used also by individuals for card catalogs, lists of books to be bo't or read, by agents to make offers of special books for sale, etc., etc. One of the greatest helps in keeping records and accounts. Space is allowed for printing the name of the library at the top, a great convenience when slips are sent to the purchasing agent. This costs 50c. per 1,000 extra. Its form is shown on another page.

Price, No. 35u L. B. Order Slip, \$2.00 per 1,000. Discount 10 per cent on 5,000, and 20 per cent on 10,000 in one order.

|                 |                                                                                                                                                                                                        |              |      |             |                   |                      |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------|-------------|-------------------|----------------------|
| Library No.     | Author's surname, followed by given names or initials                                                                                                                                                  |              |      |             |                   | <b>WRITE LEGIBLY</b> |
| Order No.       | Title                                                                                                                                                                                                  |              |      |             |                   |                      |
| Ordered         |                                                                                                                                                                                                        |              |      |             |                   |                      |
| Of              |                                                                                                                                                                                                        |              |      |             |                   |                      |
| Received        | Edition                                                                                                                                                                                                | Place        |      | Publisher   |                   |                      |
| Cost            | Year                                                                                                                                                                                                   | No. of Vols. | Size | Total Price | NOT in great need |                      |
| Charged to      |                                                                                                                                                                                                        |              |      |             |                   | NOT in haste         |
| Approved        | I recommend the above for the library. Notice of receipt is NOT asked.                                                                                                                                 |              |      |             |                   |                      |
|                 | Signature                                                                                                                                                                                              |              |      |             |                   |                      |
| Not now ordered | Address                                                                                                                                                                                                |              |      |             |                   |                      |
| Not in library  | Fill above fully as possible. Cross out NOT, if notice is wanted, if in great need or special haste. Put a? before items of which you are not sure. Give reasons for recommending <b>ON THE BACK</b> . |              |      |             |                   |                      |

The above is the face of the L. B. Order Slip. On the back the space is left blank for notes, except the fine type below:—

Brief reasons for recommending are specially esteemed. Last or **best edition** is understood if none is specified. At least indicate whether published here or abroad. Give your idea of price, with a ? before it if only an estimate. Do not put dashes or "Don't 'now" in spaces you cannot fill, but leave for others to fill. **Write legibly.** Careless writing or incorrect or insufficient data may delay or prevent ordering or finding, or may result in getting a **wrong book**. First see whether we have the book. If a **duplicate** is wanted, clearly indicate why needed. If others wish the same book it will increase its claims for **approval** if they add their signatures. Foreign books, ordered from abroad to save 25 per cent duty, arrive in 6 to 8 weeks. "Out of print" books often require much time to find.

Published by LIBRARY BUREAU, 146 Franklin St., Boston.

### 35z. Sale Duplicate Slip.

|               |                                |                        |      |                                         |             |
|---------------|--------------------------------|------------------------|------|-----------------------------------------|-------------|
| Class         | Author                         | <b>SALE DUPLICATE</b>  |      |                                         |             |
|               | Title                          |                        |      |                                         |             |
| Accession No. |                                |                        |      |                                         |             |
| Date added    |                                |                        |      |                                         |             |
| Date sold     | Edition                        | Place                  |      | Publisher                               |             |
| For \$        | Year                           | No. of Vols. or Pages. | Size | List Price                              | Offered for |
| books or cash |                                |                        |      |                                         |             |
| To            |                                |                        |      |                                         |             |
|               | BINDING                        | CONDITION              |      | This book has no OWNERSHIP MARKS except |             |
|               |                                | 2 Poor                 |      | Bookplate                               |             |
|               |                                | 4 Fair                 |      | Written name                            |             |
|               |                                | 6 Good                 |      | Embossing stamp                         |             |
|               |                                | 8 Perfect              |      | Ink Stamp                               |             |
|               | <b>RETURN THIS PROMPTLY TO</b> |                        |      |                                         |             |

Like the Order Slip, it gives a blank for every detail. Used in offering duplicates to other libraries, for sale or exchange, insuring a complete statement concerning each book. Samples on application. Price, \$2.00 per 1,000.

**35x. L. B. Binding Slips.** Standard blue slips  $7\frac{1}{2} \times 12\frac{1}{2}$  cm. On the back the panels of the book are ruled off, and the exact lettering, arranged as wanted, is written or lettered in by the librarian. On the

| Binding No.                                                                                                                                     |                    |                      |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|----|
| Volumes                                                                                                                                         | at                 | Total Price          |    |
| Color                                                                                                                                           |                    |                      |    |
| 1. Light Brown                                                                                                                                  | 4. Red             | 8. Dark Green        |    |
| 2. Dark Brown                                                                                                                                   | 5. Maroon          | 91. Light Blue       |    |
| 3. Black                                                                                                                                        | 6. Olive           | 92. Yellow           |    |
| 39. Dark Blue                                                                                                                                   | 7. Light Green     | 93-99. Light Drab    |    |
| Style                                                                                                                                           |                    |                      |    |
| $\frac{1}{2}$ Goat                                                                                                                              | $\frac{1}{2}$ Roan | $\frac{1}{2}$ Skiver |    |
| Size                                                                                                                                            |                    |                      |    |
| With outside heights in centimeters.                                                                                                            |                    |                      |    |
| T                                                                                                                                               | S                  | D                    | O  |
| 15                                                                                                                                              | 17 $\frac{1}{2}$   | 20                   | 25 |
|                                                                                                                                                 |                    |                      | 30 |
|                                                                                                                                                 |                    |                      | 35 |
|                                                                                                                                                 |                    |                      | 40 |
| <p>Follow exactly arrangement of lines,<br/>punctuation, lettering, as on back of this slip,<br/>and general directions as sent in writing.</p> |                    |                      |    |
| <p>Published by Library Bureau, 146 Franklin St., Boston.</p>                                                                                   |                    |                      |    |

other side directions are explicitly given by marking circles round the color, leather, size, etc., wanted. Space is given for added special directions below. The price per volume, and total, guard against mistakes, and the number refers to the Binding Book, where, in proper column, all these facts are recorded. This slip projects from each book (or first volume of each set) when sent to the binder, and stays in it till the book is done, so that no workman has any excuse for mistakes, complete directions being before him constantly. This has proved both to librarian and binder a most satisfactory Blank.

Price, No. 35x, L. B.

Binding Slip, 25c. per 100 ; \$2.00 per 1,000.

**35y. L. B. Binding Sheet.** These, like the Order Sheets, are the unbound sheets of the Binding Book. (See No. 31x.) For use in sending to the binder instead of the Binding Slips, if preferred, or for the use of individuals who, not caring for a bound book, use the loose sheets instead.

Price, 35y, Binding Sheets, on ledger paper, per 100, \$2.50.

**35v. L. B. Order Sheet.** This is 25 x 40 cm, an exact duplicate of the sheets bound up in the Order Book (31u), except on thinner paper, printed only on one side. Used to forward to the agent exact copies of the Order Book. A sheet partly filled is cut on the line, and the next list sent begins where the last ended. Thus the agent, keeping his Order Sheets in a binder or scrap book, has a duplicate Order Book.

Price, No. 35v, thin paper, printed one side, per 100, \$1.50; No. 35w, ledger paper, printed both sides, per 100, \$2.50.

**36e. Book Covers.** It is conceded by the majority of lending libraries that the advantages of using covers for books in circulation are not sufficient to compensate for their cost. There are some, particularly among the older libraries, who do not accept this view, but follow the custom established with their library of covering all books circulated out of the building. For these, and for the smaller, individual use, we have selected the best grades of paper, and carry in stock, cut for prompt delivery, the following grades and colors:—

**All Rope.** The strongest and most durable we have yet found. The surface is highly calendered to resist soiling, and the fibre is long and hard, to resist wear. This is the most used book cover.

**Dark Manilla.** A brown manilla paper, highly finished, same as used by the Boston Public Library, in the Lower Hall, except a heavier weight.

**Slate.** This is a strong dark slate paper. Much used in sunday-school libraries, the assumption being, it is too dark in color to show soiling.

Sizes are:—

For 16<sup>mo</sup>, 22½ x 35 cm (9 x 14 in.).      For 8<sup>vo</sup>, 35 x 45 cm (14 x 18 in.).  
 “ 12<sup>mo</sup>, 25 x 40 cm (10 x 16 in.).      “ 4<sup>to</sup>, 38 x 50 cm (15 x 20 in.).

Prices per 1,000 sheets.

|                       | 16mo.         | 12mo.         | 8vo.          | 4to.          |
|-----------------------|---------------|---------------|---------------|---------------|
| <b>All Rope,</b>      | <b>\$3.00</b> | <b>\$4.00</b> | <b>\$5.50</b> | <b>\$6.00</b> |
| <b>Brown Manilla,</b> | <b>3.00</b>   | <b>4.00</b>   | <b>5.50</b>   | <b>6.00</b>   |
| <b>Dark Slate,</b>    | <b>4.50</b>   | <b>4.50</b>   | <b>6.50</b>   | <b>7.50</b>   |

Any other size or grade furnished to order; samples on application.  
 Discount for large quantity.

**37a-d. Printed Shelf Labels.** These are mainly the headings of the Decimal Classification, printed on small cards, fitting the movable L. B. Shelf Label Holders (No. 29u). The principal topics or main divisions are printed on 2 x 12½ cm cards, the subdivisions on 2 x 5 cm. Four series are offered:—

**37a.** Set of 100, covering the D. C. “Divisions,” the 10 “classes” being made distinctive by the use of blue ink. Price, \$2.00 for the set.

**37b.** 789 most used headings of the “1,000 sections” of the D. C., thus,—

942

HISTORY. Europe.

ENGLAND.

Price for the set, \$10.00.

**37c.** 452 labels, 2 x 5 cm, covering subdivisions of the 1,000 sections of the D. C., that are often large enough to require marking.

**942.02** ENGLAND  
**NORMAN**

Price per set, \$6.00.

**37d.** Beside the D. C. labels above, we have printed a miscellaneous list of 65, that find acceptance in every library, whether classed on the decimal system or not. They cover names of all the states and territories, days of the week, and the following:—

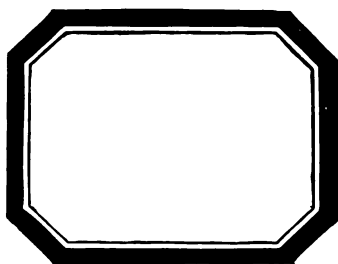
Accession,  
Bindery,  
Classify,

Card,  
Do not Handle,  
Duplicates,

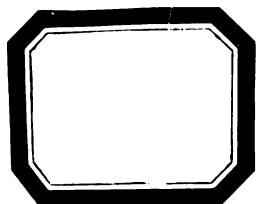
Private Books,  
Revise,  
Reserved.

Price per set, 50c.

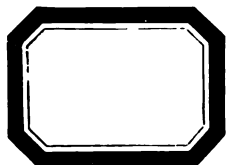
Any or all of these sets will be mailed for examination to any library. Selections may be made from any set at 3c. each label.



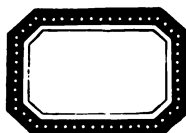
37g.



37h.



37i.



37j.

**37g-j. Gummed Labels.** For numbering backs of books with class and book number. These afford the cheapest and most effective means of marking the backs of books, except for a binder to letter direct on the binding. The adhesive quality of these labels is the best known. Printed with red border, or perfectly plain.

Put up in cartons of 12 small boxes, 75c. per carton, 10c. per small box. In bulk, 5,000 in a box, price, 37g, 50c.

per 1,000; 37h, 45c.

per 1,000; 37i, 40c.

per 1,000; 37j, 35c.

per 1,000.



### 38a. Brass Letters and Numbers.

Used in marking sections, cases, alcoves, localities in a room, etc., thus greatly facilitating reference to place.

Handsomely finished in polished lacquered brass, the edges beveled and finished like face instead of rough edge, as usually made. On the wall they present and retain an ornamental appearance, quite different from the soiled, botchy look that



printed or painted numbers rapidly assume.

From the following prices a discount of 20 per cent is allowed on 20 or more.

|                              |           |                         |            |
|------------------------------|-----------|-------------------------|------------|
| 1 1-2 cm (1½ in.) in height, | 8c. each. | 5 cm (2 in.) in height, | 25c. each. |
| 2 1-2 " (1 in.) "            | 10c. "    | 7 1-2 " (3 in.) "       | 35c. "     |
| 4 " (1½ in.) "               | 15c. "    | 10 " (4 in.) "          | 40c. "     |

**38b. Van Everen Library Numbers.** Perforated and gummed like postage stamps; a very satisfactory device for numbering the backs of books. The larger size of numbers can be used to advantage, with a label, for numbering the shelves or the classes.

**6245 38b1.** Numbers of this size are printed one hundred on a sheet, from 1 to 10,000. Any sheet may be ordered at 5c. per sheet, four to a sheet at 3c.; also alphabets. Each number of this size from number 1 to 1,000 is also sold separately; that is, 100 of each number put up in small envelopes. By this plan 100 of number 1, or any other number from 1 to 1,000, can be supplied at 10c. per 100. For a large quantity, the price is much less.

**252 H 38b2.** Quarter-inch figure printed in black on tinted paper. For numbers below 2,000 this is the most convenient size. Price, 6c. per 100 numbers. Sheet of two alphabets, 3c.



**38b3.** Half-inch figure printed in black. Price, 12c. per 100 numbers. Sheet of two alphabets, 3c.



**38b4.** Three quarter-inch figures and letters printed in black. Price, 15c. per 100 numbers.



**38b5.** Inch figure printed in black. Price, 20c. per 100. Alphabets, 3c. each.





**39a. Adhesive Paper.** For mending torn leaves, bank bills, engravings, maps, letters, manuscripts, or strengthening weak places or wrinkles in paper. It is transparent, so that print can easily be read through it. Price per package of 24 sheets,  $3\frac{1}{2} \times 6\frac{1}{4}$  in., \$1.00; per 10 sheets,  $9 \times 14$  in., \$1.00;  $14 \times 18$  in., \$1.75;  $19 \times 29$  in., \$3.00.

**39b. Adhesive Cloth.** For repairing backs of books and covers, worn music, etc. Price \$1.50 per square yard.

**39c. Card Pockets.** Nearly all libraries now use a reader's card, which is taken with his book to tell on what date it must be returned. This has a few of the most needed rules and penalties printed on one side. Many have also blanks on which numbers of the books wanted are written. These cards were forever being lost or soiled. Some one soon saw the importance and necessity of a pocket in each book, in which this card could be safely and tidily kept. If borrowers have cards which they must show in drawing books, as in most public libraries, these cards are kept in the pockets while the book is out of the library. If cards be kept for each book recording its whereabouts and circulation, they are kept in the pockets while the book is in the library. Libraries that use both the book and reader's cards, as many are coming to, keep the book card in the pocket when the book is in the library, and the reader's card in the pocket when the book is out, thus keeping the pocket in constant use. Others have a system under which the pocket is used for two cards at once. Others use it to hold a card giving date when the book becomes finable. Readers often use it to slip in notes and references made while reading.



**39c1. The Acme Pocket** is made of strong manila, cut with a peculiar die so that the cards can be put in and taken out with the greatest rapidity, and yet are firmly held. On the surface is printed the rules of the library. Use has proved its real economy.

The convincing testimonials below, from leading librarians who have given them a long and thorough test, prove it the best to adopt.

From W. F. POOLE, Prest. Am. Lib. Assn. and Libn. Chicago P. L.

"The library-card pockets made by Mr W. B. Wickersham are used in this library, and are a very simple and useful contrivance, preventing the loss of cards, and facilitating the return of books which have been lost or mislaid by their borrowers."

From HENRY BAETZ, ex-Librarian Milwaukee P. L.

"We have used the 'Acme' library-card pocket since the organization of our library, and are highly pleased with it. It is simple, cheap, and convenient, and amply serves the purpose for which it is intended. I cheerfully and cordially recommend it to all circulating libraries."

From GEO. W. HILTON, Librarian Church of the Messiah, Chicago.

"We have them on every book of our library of 1,000 volumes, and find them *quite necessary* in preventing cards from getting soiled and lost. The rules, being printed on them, are always in a conspicuous place. They are easy of adjustment, and should certainly be in all library books where cards are used."

From C. F. WALDO, Librarian Jackson (Mich.) P. L.

"My testimony in favor of the usefulness of the 'Acme' pockets may be tardy, but it is none the less genuine. I do not see how a free public library could be successfully managed without them. We find them of great service in preserving cards from soil and loss. Send us 5,000 more."

From CHAS. E. SINCLAIR, Treas. Ravenswood (Ill.) Historical Society.

"We have been using the 'Acme' pocket in our books of the Public Library for about four years, and believe them to be the best article of the kind in the market. They not only save us much trouble, but our patrons are not bothered by losing their cards as they formerly were."

From R. C. WOODWARD, Public Librarian Springfield, O.

"We have used them for several years, and would not be without them, as they save time in re-writing soiled cards, or new ones for those lost. They are convenient, useful, and one of the best devices given us towards securing neatness and quickness in our library work. I hope you may find an increased demand for them. It is a good thing and ought to be purchased liberally."

From MINNIE M. OAKLEY, Librarian Madison (Wis.) F. L.

"We think the 'Acme' pocket an invaluable adjunct. A library book without a pocket is as incomplete as a history without an index."

From JENNIE K. CHASE, Librarian, Kenosha, Wis.

"I take great pleasure in recommending the 'Acme' pocket as invaluable for the purpose designed. They are convenient, durable, and of excellent service in preserving the cards and catalogues."

From Rev. C. W. TANEYHILL, M. E. Church, Bowling Green, O.

"I can recommend the 'Acme' pockets. They are a great aid in preserving the library cards; also, in keeping the record, as the number of the person is on his card, and often would be forgotten, or the wrong one sent. The card tells the truth, and shows also who is entitled to a book, should a new librarian be in."

From LUCY C. WONNER, Public Librarian, Terre Haute, Ind.

"We have used them three years, and find they are valued highly by our readers, as in them cards are so easily preserved and kept clean. Also, we find they save the wear and tear on books caused by readers looking through them for the cards. We have never had any one thing that gives such general satisfaction to all as the 'Acme' pocket."

#### PRICES OF ACME POCKETS.

Printed with the rules of the library without extra charge, \$4.00 per thousand; discount of 10 per cent on 3,000; 20 per cent on 5,000; 25 per cent on 10,000; 30 per cent on 20,000. Address all orders to the Sole Makers, Library Bureau, 146 Franklin St., Boston.

**39e. CC Pockets.** Much cheaper pocket than Acme, devised by the Boston Athenæum, and adopted, with some changes, by the Columbia College Library.

It is made of very strong thin linen paper. Three sides are folded over a thick card, enough larger to insure an easy insertion of the card desired, and the three edges formed by the fold are pasted on enough below the top edge of the book so that the card projects  $\frac{1}{2}$  cm above the outside. Price, per 1,000, \$2.25.

[illegible]



**42a. Common Sense Binder.** This candidate for first place has made friends wherever tried, and grown into very large use with unexampled rapidity. After long experience we commend it highly. Two metal strips, hinges, or stubs make a vise in which pamphlets or papers are clamped by flexible, flat, steel fasteners, attached to the right-hand stub, as securely as if bound. This fastener is stiff enough to perforate thin pamphlets without previous punching, so flexible that it can be bent at any point with the fingers, and so strong that it may be bent back and forth in constant use for many years without breaking. It breaks less often than any other device, and can be replaced as quickly as a common cord. We guarantee against breaking, and supply new fasteners free. This fastener is passed through the papers between the stubs, which are held firmly together till it is bent over as close as possible, thus clamping them together. The free end of the fastener is then protected by sliding the brass clasp over it, as shown in the cut. The binder is simple, durable, and common sense.

The steel fastener cannot stretch, thus cutting the papers by a saw-like action. They clamp by a right-angle bend in the steel, and so cannot slip in fastening, or work loose in use. The quickness of the operation allows frequent removal of any paper, piece of music, etc., often a great convenience when a single sheet is wanted and a whole volume cannot be carried.

Beside the styles and sizes kept constantly in stock, we make any size or material promptly to order.

In ordering from the following sizes, allow  $\frac{1}{2}$  cm margin all round; i. e. order a binder 1 cm ( $\frac{3}{8}$  in.) longer and  $\frac{1}{2}$  cm ( $\frac{3}{16}$  in.) wider than paper.

The price of special sizes may be obtained by adding height and width and multiplying by .02 for cloth, .03 for half russia, per centimeter, or .06 for cloth, .09 for half russia, per inch.

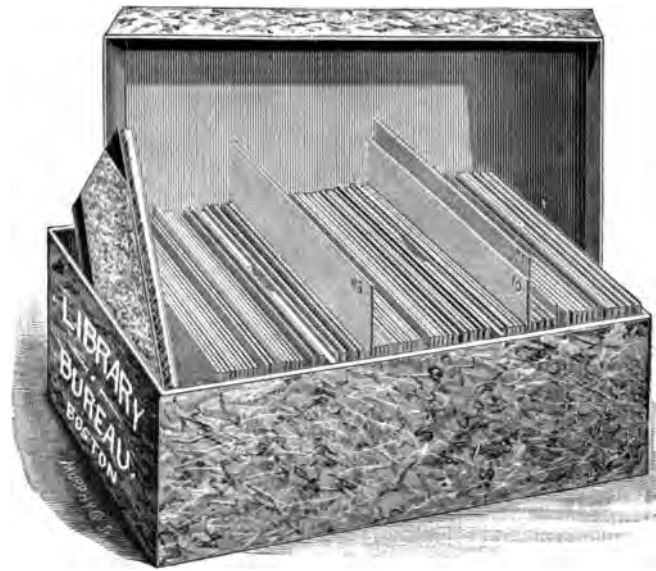
## PRICE LIST OF COMMON-SENSE BINDERS.

| No.          | Size — Centimeters. | Size — Inches.                     | Full Cloth.   | Half Russia.  |
|--------------|---------------------|------------------------------------|---------------|---------------|
| <b>42a1.</b> | 14 x 21½            | 5½ x 8½                            | <b>\$ .60</b> | <b>\$ .90</b> |
| <b>a2.</b>   | 15 x 24             | 6 x 9½                             | <b>.65</b>    | <b>1.00</b>   |
| <b>a3.</b>   | 16 x 25             | 6¼ x 9¾                            | <b>.70</b>    | <b>1.05</b>   |
| <b>a4.</b>   | 16½ x 26            | 6½ x 10¼                           | <b>.70</b>    | <b>1.10</b>   |
| <b>a5.</b>   | 18½ x 27            | 7¼ x 10¾                           | <b>.75</b>    | <b>1.10</b>   |
| <b>a6.</b>   | 19½ x 26½           | 7¾ x 10½                           | <b>.80</b>    | <b>1.10</b>   |
| <b>a7.</b>   | 20½ x 26            | 8¼ x 10¼ in half morocco only..... |               | <b>1.10</b>   |
| <b>a8.</b>   | 21 x 27             | 8¼ x 10¾                           | <b>.85</b>    | <b>1.15</b>   |
| <b>a9.</b>   | 19½ x 29            | 7¾ x 11½                           | <b>.85</b>    | <b>1.15</b>   |
| <b>a10.</b>  | 21 x 30             | 8¼ x 11¾                           | <b>.85</b>    | <b>1.20</b>   |
| <b>a11.</b>  | 22 x 31             | 8¾ x 12¼                           | <b>.90</b>    | <b>1.25</b>   |
| <b>a12.</b>  | 23 x 30½            | 9 x 12                             | <b>.95</b>    | <b>1.30</b>   |
| <b>a13.</b>  | 25½ x 30½           | 10 x 12                            | <b>1.00</b>   | <b>1.35</b>   |
| <b>a14.</b>  | 24 x 32             | 9½ x 12½                           | <b>1.00</b>   | <b>1.35</b>   |
| <b>a15.</b>  | 23½ x 34½           | 9¼ x 13¼                           | <b>1.05</b>   | <b>1.40</b>   |
| <b>a16.</b>  | 25½ x 33½           | 10 x 13¼                           | <b>1.10</b>   | <b>1.45</b>   |
| <b>a17.</b>  | 26½ x 36            | 10¼ x 14¼                          | <b>1.15</b>   | <b>1.50</b>   |
| <b>a18.</b>  | 27 x 37             | 10¾ x 14½                          | <b>1.20</b>   | <b>1.55</b>   |
| <b>a19.</b>  | 27 x 37             | 10¾ x 14½ for music.....           | <b>1.25</b>   | <b>1.60</b>   |
| <b>a20.</b>  | 28 x 40½            | 11 x 16                            | <b>1.35</b>   | <b>1.70</b>   |
| <b>a21.</b>  | 29 x 42             | 11½ x 16½                          | <b>1.45</b>   | <b>1.85</b>   |
| <b>a22.</b>  | 30½ x 44            | 12 x 17¼                           | <b>1.50</b>   | <b>2.00</b>   |
| <b>a23.</b>  | 32½ x 45½           | 12¾ x 18                           | <b>1.75</b>   | <b>2.25</b>   |
| <b>a24.</b>  | 34 x 49½            | 13½ x 19½                          | <b>1.85</b>   | <b>2.40</b>   |
| <b>a25.</b>  | 38 x 56             | 15 x 22                            | <b>2.00</b>   | <b>2.50</b>   |
| <b>a26.</b>  | 42 x 61             | 16½ x 24                           | <b>2.25</b>   | <b>2.80</b>   |
| <b>a27.</b>  | 47½ x 63½           | 18¾ x 25                           | <b>2.50</b>   | <b>3.00</b>   |

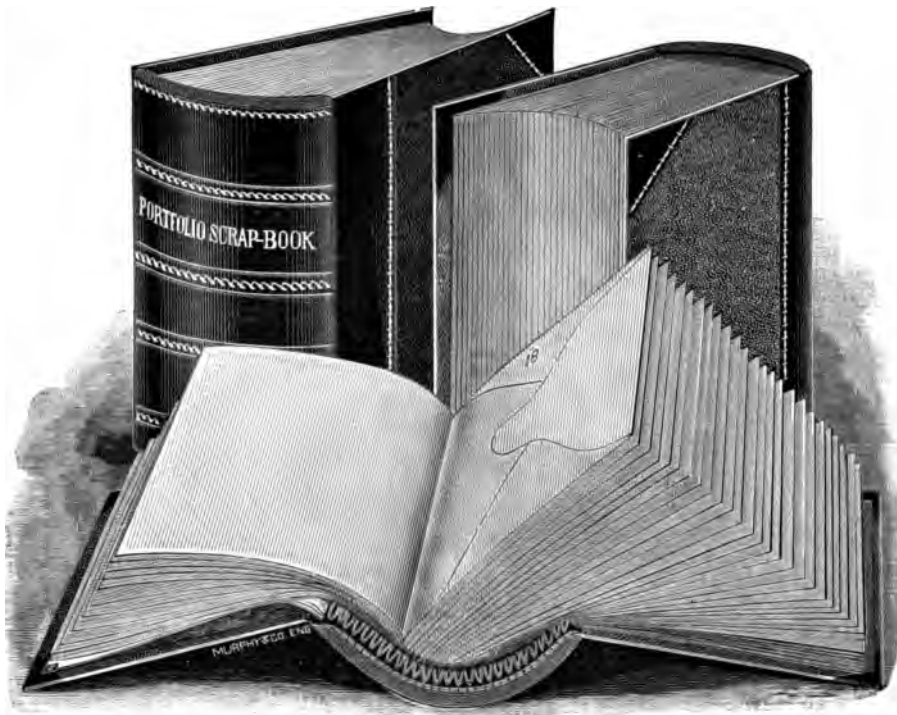
Address all orders to Library Bureau, 146 Franklin St. (P. O. Box 260), Boston.

**44i. L. B. Scrap Book.** One hundred manilla sheets with guards, laced in a Common Sense Binder. On these sheets the scraps may be pasted, and by the insertion of new sheets the clippings on any subject can always be kept together. These manilla sheets and shelf binders make the most practical scrap book yet invented, combining in the fullest degree the merits of the old system of pasting on a large flat sheet, for easy reading, with the greater advantage of constant classification, power of revision, and easy consultation.

Price, half morocco, Binder and 100 manilla sheets with guards, **\$1.50.** The manilla scrap sheets can be had, cut and punched to same standard, 25c. per 100.



**44a. The L. B. Scrap Box.** One hundred manilla pocket-books arranged in a heavy case, alfabetically or by subject numbers, thus being their own index. With it scraps may be classed by any system and found again at once. Not being pasted, any can be taken out for use, to replace by better copies, or to throw away after their season of interest has passed. This system has great advantage over any method of pasting. The subject is entered on the pocket and in the index. Any illustrations or notes, as thought of, heard or clipped from papers, are added. All being unpasted can be arranged or re-arranged for any purpose, and in making up sermons, articles, etc., those parts needed can be used without copying. A thin book index serves for analysis and extra cross references beyond those on the pockets. This box holds twice as many scraps as Breed's Book, looks neatly on the shelf, and allows any one subject pocket to be taken away when wanted without taking the other 99. Numbers, letters, months and days on ready-gummed slips like p. o. stamps and a book-index go free with the L. B. Scrap Box. Price \$2.50.

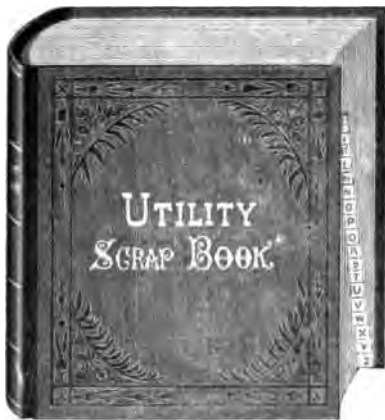


**44b. Breed's Portfolio Scrap Book.** A series of 50 very strong manilla pockets, 15 x 23 cm (6 x 9 in.), firmly bound in red or black leather, making a handsome octavo volume. The material can be arranged alphabetically, as there is an alphabetical index in the front; or, as the envelopes are numbered, the notes and clippings can be easily classed according to the Decimal Classification, which is coming into such extensive use for this purpose. (See No. 15 L. B. Catalog.) The pockets are all provided with tucks, so that it is impossible for the clippings to fall out and get lost, even tho the book should be dropped on the floor. The binding is first-class, and well calculated to endure constant handling. The numerous guards in the volume leave plenty of room for expansion without straining the back, breaking the sewing, or warping the covers. This has many of the advantages of the Utility Scrap Book and L. B. Scrap Box, and can be placed on the shelf with the other books of the library. Price, half russia, \$3.00.



**44u. Utility Scrap Book.** A series of strong manilla pockets, lettered and bound, with space for expansion between each group of five pockets, which, lettered with the vowels *a, e, i, o, u*, make in all 120 pockets. The scrap or note is placed on the page of the initial letter of its subject and in the pocket of the first vowel in the subject; i. e. a scrap on "Character" goes on page C, in pocket *a*; on "Music" in pocket *u* of page M. The pages lie close together when empty. The book expands as more space is needed, and its capacity is five or six times that of an ordinary scrap book of the same size.

No paste, mucilage, strings, springs, or pins are used. The whole collection is instantly self-indexed under subject, and ready for reference. All scraps are simply laid loosely in their proper compartment, and any individual clipping can be taken out and used without affecting the classification of the rest.



The Utility is at once an index rerum and commonplace book. Write abstracts or quotations on slips with references to volume and page. Thus an account is kept of what is serviceable in one's reading.

If items on one subject accumulate, file away in a large envelope, and refer to it in the scrap book; this makes needed room and keeps track of all accumulated matter.

Both sides of printed sheets are preserved. Fold long articles to the length of 20 cm (8 in.), to fit the pocket.

When the book is full it is a valuable cyclopædia of those things in which the collector is chiefly interested. Another copy is started for current collections; or the matter may be taken out of the first and filed in envelopes, and the same scrap book used to collect a new supply.

Price, handsomely bound in half leather . . . . . **\$2.00**





**45a. Clacher Patent Pamphlet Box.** By far the best and most durable case for filing safely, conveniently, and cheaply all pamphlets, periodicals, music, or any papers that need to be kept for quick reference, free from dust, wear, and injury. It is a handsome, strong wooden box with marbled sides and top, and cloth back with gold lines.

A strong concealed spring hinge of the best English wire automatically shuts and holds the cover dust tight. In use the ordinary case must be taken from the shelf, the dusty cover taken off the top, and the contents emptied out to find what is wanted. It takes time, and stirs up dust and contents. With this box the back of the wooden "book" opens like a spring door, without latch or catch. A wooden slide in the bottom of the box acts as a car to carry the pamphlets. Drawn out it holds the spring door open during consultation, and the pressure of the finger on the slide replaces the contents and shuts the box again, all without removing the case from the shelf. There is no other device that keeps the contents so accessibly. Inside the door is a blank index, so arranged as to be written on conveniently, and in all details the box is all that could be desired. The following are always in stock; we make to order any other size or finish.

#### PRICE LIST.

Dimensions given are Inside Measure.

| No.          | High.                  | Deep.                               | Thick.                         | Price. | No.          | High.                                                                                              | Deep.    | Thick.                        | Price. |
|--------------|------------------------|-------------------------------------|--------------------------------|--------|--------------|----------------------------------------------------------------------------------------------------|----------|-------------------------------|--------|
| <b>a1.</b> { | 16<br>6 $\frac{1}{4}$  | 10 $\frac{1}{2}$<br>4 $\frac{1}{8}$ | 5 cm.<br>2 in.                 | { .50  | <b>a7.</b> { | 28<br>11                                                                                           | 23<br>9  | 10 cm.<br>4 in.               | { .80  |
| <b>a2.</b> { | 21<br>8 $\frac{1}{4}$  | 13<br>5 $\frac{1}{8}$               | 6.2 cm.<br>2 $\frac{1}{2}$ in. | { .55  | <b>8a.</b> { | 31<br>12 $\frac{1}{4}$                                                                             | 23<br>9  | 10 cm.<br>4 in.               | { .95  |
| <b>a3.</b> { | 23<br>9                | 15<br>6                             | 7.5 cm.<br>3 in.               | { .60  | <b>a9.</b> { | 35<br>15                                                                                           | 25<br>10 | 12 cm.<br>4 $\frac{3}{4}$ in. | { 1.25 |
| <b>a4.</b> { | 23<br>9                | 17 $\frac{1}{2}$<br>7               | 7.5 cm.<br>3 in.               | { .65  | <b>a10.</b>  | Is a7 with 4 slides, and<br>is the best dust-proof<br>pigeon-hole case for bills,<br>letters, etc. |          |                               | 1.50   |
| <b>a5.</b> { | 25 $\frac{1}{2}$<br>10 | 17 $\frac{1}{2}$<br>7               | 8.8 cm.<br>3 $\frac{1}{2}$ in. | { .70  |              |                                                                                                    |          |                               |        |
| <b>a6.</b> { | 25 $\frac{1}{2}$<br>10 | 20 $\frac{1}{2}$<br>8               | 8.8 cm.<br>3 $\frac{1}{2}$ in. | { .75  |              |                                                                                                    |          |                               |        |

**45m-o. C. C. Pamflet Cases.** This series of manilla and wood are as much the best of all the cheap cases, as are the unequalled Clacher of the higher priced. When the latter cannot be afforded, some years'



trial in many different libraries has proved these the most perfect and economical device. Cost is so low that they can be used with great freedom.

These cases have solid tops, avoiding the injury to pamphlets and the extra dust and dirt of the open-end patterns. They have nothing to get out of order, being merely handsome cases open on the back. Standing on the shelves, this form is least exposed to dust; and, if the case be

pushed against the back of the shelf, it acts like a dust cover.

Made in all the standard sizes. Special sizes made promptly to order at proportionate rates. The regular stock is in three thicknesses: 1. The manilla case for a few thin pamphlets. 2. The half thickness. 3. The standard. This avoids the waste of shelf space and the crumpling down of the pamphlets occasioned where the thick cases must be used, tho there are few pamphlets on the subject. If the collection increase, it is very easy to replace either of the thinner cases with a thicker one, and change the labels, extra labels being furnished for this purpose.

**Manilla C. C. Pamflet Cases.** Made from heavy tag-board to take a few thin pamphlets.

|         |                                 |       |     |
|---------|---------------------------------|-------|-----|
| 45m. 1. | Size 25 x 17.5 cm (10 x 7 in.). | Price | 3c. |
| 45m. 2. | " 31 x 20.5 " (12 x 8 " ).      | "     | 4c. |

**Wood C. C. Pamflet Cases.** Thoroughly seasoned stock, joined in the strongest way, all neatly covered with very durable marbled paper.

|          |                                            |       |      |
|----------|--------------------------------------------|-------|------|
| 45-o 3.  | Size 25 x 17.5 x 3 cm (10 x 7 x 1¼ in.).   | Price | 15c. |
| 45-o 4.  | " 25 x 17.5 x 6 " (10 x 7 x 2½ " ).        | "     | 20c. |
| 45-o 5.  | " 25 x 17.5 x 10 " (10 x 7 x 4 " ).        | "     | 25c. |
| 45-o 6.  | " 26 x 17.5 x 7 " (10¼ x 7 x 2¾ in.).      | "     | 20c. |
| 45-o 7.  | " 27.5 x 18.5 x 4.5 cm (11 x 7½ x 1¾ in.). | Price | 20c. |
| 45-o 8.  | " 27.5 x 18.5 x 7.5 " (11 x 7½ x 3 " ).    | "     | 25c. |
| 45-o 8a. | " 27.5 x 18.5 x 10 " (11 x 7½ x 4 " ).     | "     | 30c. |
| 45-o 9.  | " 30 x 22.5 x 9 " (12 x 9 x 3½ " ).        | "     | 30c. |
| 45-o 10. | " 35 x 25 x 10.5 " (14 x 10 x 4¼ " ).      | "     | 35c. |

A discount of 20 per cent on 10 or more cases.

These dimensions are all outside. The inside measures are approximately 1 cm less in the wood cases.

**46a. Spring-back Binder.** The papers or pamphlets are held firmly in a vise made by the steel cylinder spring back. No awl, needle, or string is used. The sides serve as levers to open this cylinder, which holds one sheet firmly or may be opened to hold a volume. The best device for keeping clean and in order any papers not to be mutilated by the needles of the ordinary binders.



This has led to a large use in reading-rooms for papers with double-page illustrations; there is no perforation or mutilation, and papers are preserved in a perfect condition for permanent binding. The chief advantage, however, is the ease and quickness with which papers can be taken out or inserted.

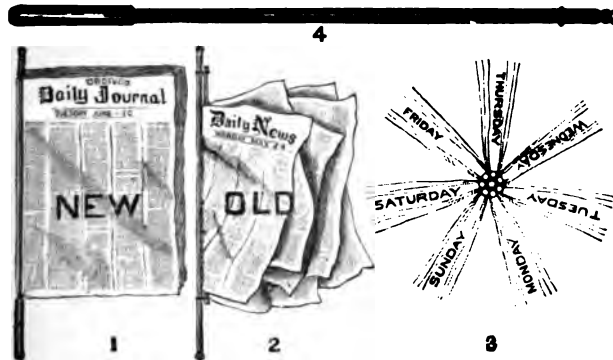
Also as a reading-case. The steel cylinder fits the hand and supports the pamphlet so it is vastly easier to hold while reading. The sides keep it flat and clean, and prevent the otherwise inevitable dogearing of the corners. It is the work of an instant only to put in or take out. Thus a magazine or part of a choice book appearing in numbers may be read by a whole family without hurting its appearance one fifth as much as would a single reader without the spring-back case.

All binders in list below have roan back and corners. We make promptly to order any other size or style of binding. In ordering sizes not on our list, give exact size of paper to be bound. For oblong books specify shape. Lettering title on front cover is at actual extra cost.

#### PRICE LIST.

| No.  | To Fit Size in   |                    | Inches.                             | For                                        | Price. |
|------|------------------|--------------------|-------------------------------------|--------------------------------------------|--------|
| 46a1 | 16               | x 25               | 6 $\frac{1}{4}$ x 9 $\frac{3}{4}$   | Atlantic, &c. . . . .                      | \$ .90 |
| a2   | 18 $\frac{1}{2}$ | x 27 $\frac{1}{2}$ | 7 $\frac{1}{4}$ x 10 $\frac{3}{4}$  | Harpers, Century, &c. . . . .              | 1.10   |
| a3   | 19 $\frac{1}{2}$ | x 29               | 7 $\frac{3}{4}$ x 11 $\frac{1}{2}$  | Science, Medical Record, &c. . . . .       | 1.10   |
| a4   | 20 $\frac{1}{2}$ | x 26               | 8 $\frac{1}{8}$ x 10 $\frac{1}{4}$  | Letter paper, Shelf Sheets, &c., . . . . . | 1.10   |
| a5   | 21               | x 30               | 8 $\frac{1}{4}$ x 11 $\frac{3}{4}$  | Franklin Square Library, &c., . . . . .    | 1.20   |
| a6   | 23               | x 30 $\frac{1}{2}$ | 9 x 12                              | Punch, Fliegende Blatter, &c. . . . .      | 1.25   |
| a7   | 23 $\frac{1}{2}$ | x 33 $\frac{1}{2}$ | 9 $\frac{1}{4}$ x 13 $\frac{1}{4}$  | Seaside Library, &c. . . . .               | 1.35   |
| a8   | 24               | x 31 $\frac{1}{2}$ | 9 $\frac{1}{2}$ x 12 $\frac{1}{2}$  | Nation Critic, &c. . . . .                 | 1.35   |
| a9   | 26 $\frac{1}{2}$ | x 36               | 10 $\frac{1}{2}$ x 14 $\frac{1}{4}$ | Cap papers . . . . .                       | 1.55   |
| a10  | 27 $\frac{1}{2}$ | x 37               | 10 $\frac{3}{4}$ x 14 $\frac{1}{2}$ | Sheet Music . . . . .                      | 1.60   |
| a11  | 29               | x 42               | 11 $\frac{1}{2}$ x 16 $\frac{1}{2}$ | Scien. Am., Youth's Comp., &c. . . . .     | 1.70   |
| a12  | 30 $\frac{1}{4}$ | x 44               | 12 x 17 $\frac{1}{4}$               | Harper's Weekly, &c. . . . .               | 1.80   |
| a13  | 32               | x 45 $\frac{1}{2}$ | 12 $\frac{3}{4}$ x 18               | London News, Graphic, &c. . . . .          | 2.00   |

**46n1. The Athenæum Newspaper File.** The file consists of a centre stick, around which are arranged seven smaller sticks kept in place by the rubber handle at the bottom, and a common rubber umbrella



ring at the top. Each one of the smaller sticks binds the middle of each paper against the other sticks, holding it securely and keeping it separate from the other papers.

Fig. 1 represents this file filled

with papers. Fig. 2 shows about the usual condition of papers in many other styles of files in which pins or spurs are depended on for holding the papers in position. Fig. 3 is a diagram showing the end of the file and the group of seven small rods surrounding the central rod, each small rod holding one paper. Without threads, needles, spurs or metal strips this file binds securely, holds the papers consecutively, and is one of the simplest files manufactured.

|                                 |                |                            |
|---------------------------------|----------------|----------------------------|
| No. 1,                          | length, 48 in. | to fit papers up to 38 in. |
| 2,                              | " 40 "         | " " 30 "                   |
| 2 <sup>1</sup> / <sub>2</sub> , | " 36 "         | " " 26 "                   |
| 3,                              | " 32 "         | " " 22 "                   |

PRICE PER TEN, \$6.00.

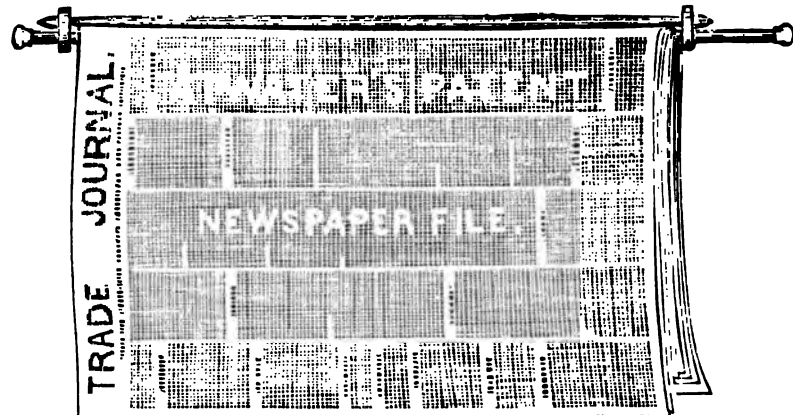


**46n6. The Common Sense Newspaper Holder,** constructed by attaching the steel fixtures of the Common Sense Binder to rods of the required length. It binds the pages of each paper in consecutive order; combines all the advantages of the binder; is simple, durable, and *common sense*, and is very widely used.

Sizes, 16, 18, 21, 24, 26, 28, 30, and 34 in.

PRICE PER TEN, \$6.00.

**46n8. Atwater Newspaper Files.** These have had a wider use among Y. M. C. A. reading-rooms, hotels, and club rooms than any other style, on account of the low price. It is simply two sticks held together by strong rubber rings, and in place, by two pins. The papers are astride the longer stick, and kept from slipping off by the pins and the second stick. A practical cheap file.



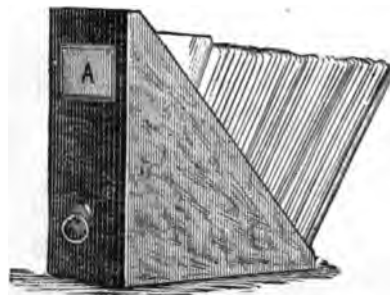
It does not file consecutively. Price per 10 :—

|                                  |   |        |
|----------------------------------|---|--------|
| 12, 14 and 16 inch between Bands | - | \$2.50 |
| 18, 20 " 22 " " "                | - | 3.00   |
| 24, 26 " 28 " " "                | - | 3.50   |
| 30, 32 " 34 " " "                | - | 4.00   |
| 36, 38 " 40 " " "                | - | 4.50   |

Address all orders to Library Bureau, 146 Franklin St., Boston.

**46x. Woodruff File Holder.** Used in the government departments, in state, county and city, railroad and insurance offices, in banks, law offices, and by individuals, to file letters, vouchers, deeds, briefs, or other documents compactly for reference. For pamphlets they are an admirable device.

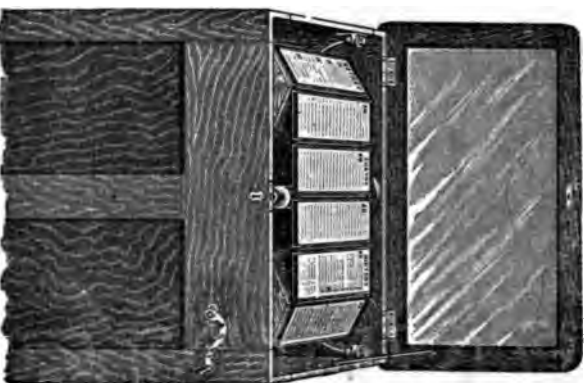
**SAFETY.** Free from possibility of injury by tearing, wearing, soiling, wrinkling, dust, or dog's-ears. The papers or pamphlets are exactly as if put in a box and the cover screwed down. There are no strings, tapes, pins, wires, bands, or other devices, to injure the papers.



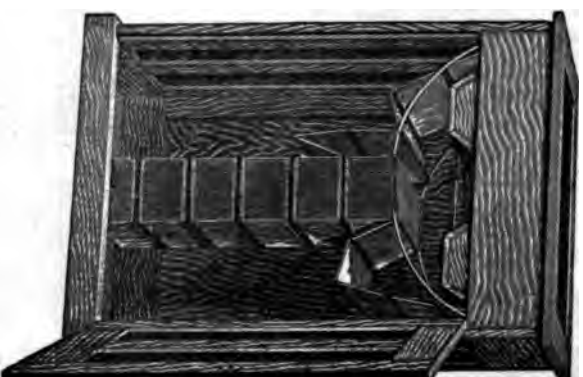
OPENED.

**FILING.** Drop the papers into place, press the back-board against them, and they are firmly held. No easier filing is conceivable. Papers may be arranged by dates or titles.

## The Rudolph Continuous Indexer.



(FRONT VIEW SHOWING GLASS LID RAISED.)



(REAR VIEW SHOWING DOOR OPEN.)

## The Rudolph Indexer Case.

# Extract from the "LIBRARY JOURNAL" of April, 1893.

April, '93]

THE LIBRARY JOURNAL

119

igned, for general public use 10,000 or even 15,000 volumes it is practically impossible to catalogue for general public use 100,000 volumes, and then afterwards to keep them and their accretions so catalogued. Both labor and expense prevent it. As there are now 10,800 volumes on the shelves, these should undergo a further reduction of 1800, in order to bring the number within the limit (15,000) of reasonable catalogue work. If that limit is exceeded, the excess above 15,000 volumes, composed of books rarely called for, should be omitted from the printed catalogue and rendered accessible in some other way. Should this policy be strictly followed hereafter, the collection will never become unwieldy, and can always be made to serve its true purpose as an available public library for exclusively popular use.

"No library can be made readily accessible to the mass of these people composing a community through a card catalogue. At best such a catalogue is inconvenient, and to consult it is almost an art in itself. A good and widely distributed printed catalogue alone makes a library accessible to the general public, old and young. Ten thousand volumes made accessible in this way are as a town or city library, made practically useful than a hundred thousand buried under their own mass. In the case of this library the difficulty is financial. The publication of a catalogue involves serious labor and large expense. It will probably not include the value of the

ill afford such an expense; yet a collection for popular use of 20,000 volumes, with a catalogue of them in every other house, will be of infinitely greater public and educational service than four times that number of volumes with catalogues only on the library table.

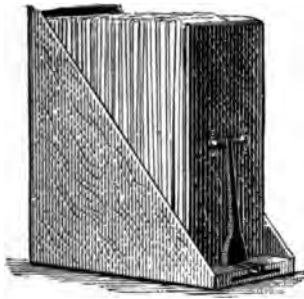
"A good catalogue periodically revised and republished, and generally distributed at a nominal price, is thus as an accessory to a library, wisely secured through a reduction in the number of volumes purchased, which without it are to a large extent inaccessible and practically worthless."

## ADJUSTABLE BOOK-SHELVING.

The Slikeman patent adjustable book-shelving, a section of which is shown in the accompanying illustration, possesses some original features which should be noted by librarians, library architects, and others interested in library work.

The shelving is constructed of steel, thus giving a minimum weight of material, and it is so designed as to allow a sufficiency of light in all portions of the structure—that being the prime essential in the proper arrangement of library shelving. The shelving may be erected in aisles or alcoves as well as flat against side walls, thus allowing a variety of arrangement, as well as conforming to the requirements of any building. The standards are formed by peculiarly shaped

SEE PUBLIC LIBRARY.



CLOSED.

**CONSULTING.** A slight pressure on the back-board (which acts as a lever) releases the clamping bar, the spring of the papers opens them loosely, and their weight brings them down on the now sloping backboard so that the head-line of each is in sight. Lift out the required paper, and a single push of the hand seals all up again. Where several files are used, they may be alfabeted, numbered, or labeled. For this purpose nickeled card holders are furnished. A row of files may be ranged on desk, or shelf, or in a cabinet as represented by cut.

#### PRICE LIST WOODRUFF FILE HOLDERS.

|                                       |                                                                                                                                                                     |           |               |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|
| <b>46x1.</b> Vouchers,                | $\left\{ \begin{array}{l} 25 \times 11\frac{1}{2} \times 26\frac{1}{2} \text{ cm.} \\ 10 \times 4\frac{1}{2} \times 10\frac{1}{2} \text{ in.} \end{array} \right\}$ | . . . . . | <b>\$ .75</b> |
| <b>46x2.</b> Legal Documents,         | $\left\{ \begin{array}{l} 26\frac{1}{2} \times 12 \times 30 \text{ cm.} \\ 10\frac{1}{2} \times 4\frac{3}{4} \times 12 \text{ in.} \end{array} \right\}$            | . . . . . | <b>.85</b>    |
| <b>46x3.</b> Magazines and Pamphlets, | $\left\{ \begin{array}{l} 26\frac{1}{2} \times 17 \times 30 \text{ cm.} \\ 10\frac{1}{2} \times 6\frac{5}{8} \times 12 \text{ in.} \end{array} \right\}$            | . . . . . | <b>1.00</b>   |

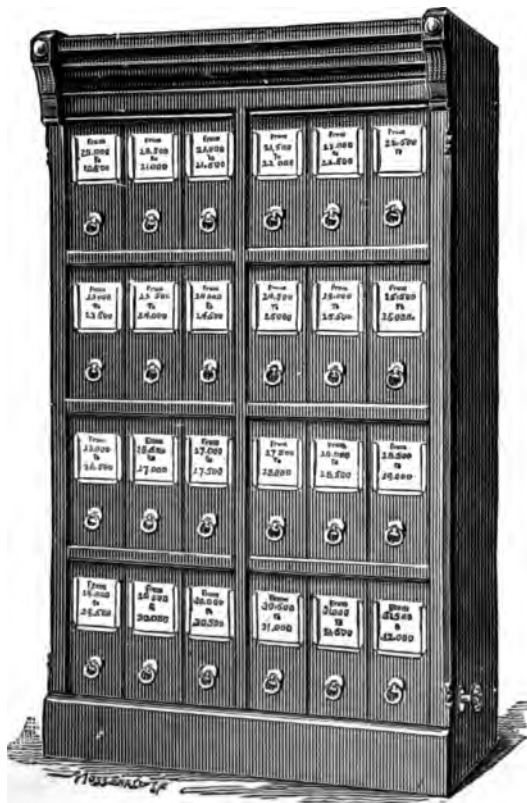
**Cabinets.** While the holders go on any shelving of the proper height, these are much more convenient where a number are required.

They are handsomely finished cases, in walnut, cherry, or ash, and are provided with an improved self-locking attachment at small extra cost.

#### PRICE LIST WOODRUFF CABINETS.

|                          |                |
|--------------------------|----------------|
| 6 file (6 x 1) . . . . . | <b>\$16.00</b> |
| 12 " (6 x 2) . . . . .   | <b>24.00</b>   |
| 18 " (6 x 3) . . . . .   | <b>32.00</b>   |
| 24 " (6 x 4) . . . . .   | <b>40.00</b>   |
| 30 " (6 x 5) . . . . .   | <b>48.00</b>   |

Cabinets are fitted with locking attachments at 25c. per file-holder additional.





**47a-f. Interchangeable Pigeon-Hole Cases.** The demand for Danner Cases with one or more spaces filled with pigeon-holes led to this device. They exactly fit the spaces of a standard revolving book case, and furnish not only for them, compartments for all standard blanks from a postal card to a foolscap sheet, but are equally convenient for the same use on shelves, tables, desks, or elsewhere. All are same height and width, one above another they match; side by side, the tops are a level surface, and so are interchangeable. Thousands have been sold. They are made in oak, walnut, and cherry, handsomely finished. To enable them to stand side by side closely, as well as to go in the Danner, all are made without top moulding. All cases are 25 cm high and 35 cm wide ( $9\frac{3}{4} \times 13\frac{3}{4}$  in.) outside. The cuts below show arrangement. Any other size or form will be made to order.

Price, **\$2.50** each.



**47a.** 20 boxes,  $12\frac{1}{2}$  cm deep, 4 high and 8 wide ( $5 \times 1\frac{1}{2} \times 3\frac{1}{4}$  in.). Made to fit postals, No. 33 catalog cards, and small envelopes.

**47b.** 15 boxes, 15 cm deep, 4 high and 11 wide ( $6 \times 1\frac{1}{2} \times 4\frac{1}{4}$  in.), for billet size papers, tracts, envelopes, and folded papers.



**47c.** 12 boxes, 20 cm deep, 5 high and 11 wide ( $8 \times 2 \times 4\frac{1}{4}$  in.), fitting legal envelopes, leases, insurance policies, and all the larger standard folded blanks and legal documents. This is one of the most used cases.



**47d.** 10 spaces fitting pamphlets, mss. and note size papers, circulars, etc. Each space is 20 cm deep, 4 high and 16 wide ( $8 \times 1\frac{1}{4} \times 6\frac{1}{4}$  in.).



**47e** gives 1 space for cap, 2 for letter size papers, 2 for pamphlets or mss., 2 for note, 2 for folded papers, postals, or small envelopes, and 1 small space for pencils, eraser, etc.



**47f** gives 4 spaces for letter paper, 2 for note, and 2 for legal envelopes or folded blanks. "e" and "f" have the largest sale.

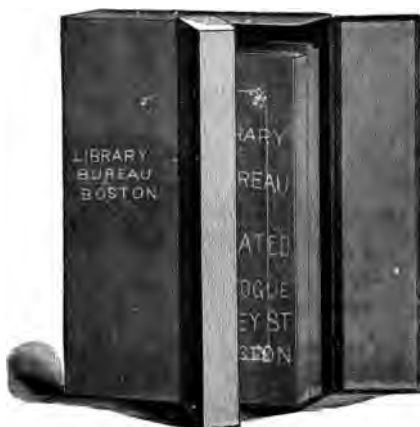
**47l-n. Pigeon-Hole Cases.** Same woods and finish, but smaller than 47a-f. Price, \$2.00 each.

**47l.** Made to fit standard letter size papers, like shelf sheets, order sheets folded, and the various library blanks. Each space is 20 cm deep, 26 wide and 4 high ( $8 \times 10\frac{1}{2} \times 1\frac{1}{4}$  in.).



**47n** gives 10 spaces,  $13\frac{1}{2}$  cm wide, 20 deep and 4 high, for standard note sheets. Also used for large envelopes, circulars, etc. "l" and "n" are made in oak, walnut, or cherry.

**48a-p. L. B. File and Pamflet Case.** The result of years of experiment to get a satisfactory file or pamphlet case at low cost. Half of one side doubles back on itself, allowing the most convenient possible consultation of contents without removing from the box. The thickness allows the left hand easily to hold the case with the door and flap open,



while the right is free to turn the index leaves and select just what is wanted. This makes consultation much easier, as no shelf or table room is needed; in fact, users of the case for convenience will take it from a table and hold it in the left hand.

Made of heavy board, covered with a highly glazed mottled paper, which wears without thread or ravelling, as cloth does not.

We heartily commend these cases for keeping all papers, pamphlets, clippings, or other matter to be arranged alphabetically, numerically, chronologically, or otherwise.

**As a Pamflet Case.** It is dust tight, opens quickly for easy access to contents, while it does not spill if carelessly handled. The cases go on edge, book fashion, on a common shelf.

**As a Letter File.** A large sale of these cases is for files for letters, bills, and various papers. For single files for a small correspondence these are handiest and cheapest. With combination indexes, they often take the place of filing cabinets.



Separate cases for each subject are inexpensive and wonderfully convenient. Patrons who order one case on trial, almost invariably find uses for many more.

#### **Expansive Indexes.**

We make various alphabetical and numerical indexes exactly fitting the different sizes of boxes. The main sale

for letter files is size "g;" for this we furnish, beside the above, indexes in sets of 2, 5, 10, or 20, covering a single alphabet, giving the close and carefully devised subdivisions of expensive cabinets; i. e. 10g boxes with a 10-section index give the capacity of a 10-file cabinet

at a cost of \$4.00. When the boxes are filled, they are replaced with new ones at less than the usual cost of transfer cases.

For all sizes, A to Z indexes, numerical indexes (25 numbers in a set), and blank ones to be written upon, are furnished at the same price as the box. (See list below.)

**As a Newspaper File.** The larger sizes are an excellent device for keeping files of papers clean for quick reference. The very large sheets are best folded once or twice. The smaller ones like Harper's Weekly should go flat. Send size of paper to be filed, and we will send an L. B. Case to fit it, and guarantee satisfaction.

#### PRICES OF L. B. FILE AND PAMFLET BOXES.

| Inside Measure. |                |                   |                        |        | Order by Letter.  |                   |                  |                        |        |
|-----------------|----------------|-------------------|------------------------|--------|-------------------|-------------------|------------------|------------------------|--------|
| No.             | High.          | Deep.             | Thick.                 | Price. | No.               | High.             | Deep.            | Thick.                 | Price. |
| <b>a</b>        | { 16<br>6 1/4  | { 10 1/2<br>4 1/8 | { 3.6 cm.<br>1 1/2 in. | { .20  | <b>i</b>          | { 36<br>14 1/4    | { 25 1/2<br>10   | { 7.2 cm.<br>2 3/4 in. | { .40  |
| <b>b</b>        | { 21<br>8 1/4  | { 13<br>5 1/8     | { 4.3 cm.<br>1 3/4 in. | { .20  | <b>j</b>          | { 44<br>17 1/4    | { 31<br>12 1/4   | { 8 cm.<br>3 1/4 in.   | { .50  |
| <b>c</b>        | { 23<br>9      | { 15<br>6         | { 5 cm.<br>2 in.       | { .25  | <b>k</b>          | { 51<br>20        | { 33<br>13       | { 9 cm.<br>3 1/2 in.   | { .50  |
| <b>d</b>        | { 23<br>9      | { 17 1/2<br>7     | { 5 cm.<br>2 in.       | { .25  | <b>l</b>          | { 56<br>22        | { 38<br>15       | { 10 cm.<br>4 in.      | { .60  |
| <b>e</b>        | { 25 1/2<br>10 | { 17 1/2<br>7     | { 5.7 cm.<br>2 1/4 in. | { .25  | <b>m</b>          | { 61<br>24        | { 51<br>20       | { 11 cm.<br>4 1/4 in.  | { .75  |
| <b>f</b>        | { 25 1/2<br>10 | { 20 1/2<br>8     | { 5.7 cm.<br>2 1/4 in. | { .25  | <b>p</b><br>thin  | { 13 1/2<br>5 1/4 | { 8 1/2<br>3 1/4 | { 3 cm.<br>1 1/4 in.   | { .15  |
| <b>g</b>        | { 28<br>11     | { 23<br>9         | { 6.5 cm.<br>2 1/2 in. | { .25  | <b>p</b><br>thick | { 13 1/2<br>5 1/4 | { 8 1/2<br>3 1/4 | { 6.5 cm.<br>2 1/2 in. | { .15  |
| <b>h</b>        | { 31<br>12 1/4 | { 25 1/2<br>10    | { 7.2 cm.<br>2 3/4 in. | { .30  |                   |                   |                  |                        |        |

Indexes cost extra, and are the price of the cases of the same size.

*Discount of 20 per cent on five or more cases or indexes in one order.*

**48p. Card Index.** A thick (6 1/2 cm.) "p" L. B. box, filled with 200 No. 331 cards and an alphabetical index. Often used for the references on a single topic or in working over matter away from regular outfit, and for a small beginning of an individual card catalog. Box, cards, and index cost 75c.

**Card Index for Letters.** Letter-filing in alphabetical order, flatwise, is a great advance over the old-time method of carefully folding to exact size and laboriously labeling the back of each paper with name and date, tying in bundles and packing away in miniature sea-chests that have the year painted in large figures on the end,—a plan still followed by some of our English friends.

Careful computations have been made to secure an equal division of correspondence among a given number of compartments or divisions of indexes. There has been great competition among file makers to secure the best mechanical devices, and yet the complaint is constant that the letter-file is often like the sea "that never gives up its dead."

An alphabetical arrangement of letters, simply, however carefully devised and perfect the system of filing may be, is in many cases inadequate, as those written or received can be filed in but one place. The user may remember the subject, but fail to find from forgetting the name under which it is filed. If a letter is placed in its proper compartment under the signature the possibility is that it may be called for under the corporation heading or vice versa,—possibly neither conveys any suggestion of the subject; e. g., the Bureau recently received a letter from a library trustee written upon the heading of an insurance company, the subject matter pertaining to a local library. For any future reference this would be looked for under the name of the library, which does not appear at all. Under the general rules that govern filing the clerk would place this letter either under the insurance company's name or the individual signature, neither of which would be associated with the library except from memory. In a large correspondence the more inflexible must be the rules for filing, and cases of this sort are multiplied. No rule can be made that fails to cut the wrong way in some instances.

The more valuable and important the correspondence the greater the necessity for some system of cross reference,—a method of filing that will enable the user to find with certainty the subject matter desired, from whatever point of view the search may be made. This is accomplished by the card index.

The common way is to number and arrange letters going into the file in consecutive order and catalog them the same as a book, making a subject card and an author card, and any needed cross reference cards, the same as in a card catalog, and file in L. B. card index case.

This dispenses with the costly cabinet letter-file, as board boxes at 25 cents each hold the numerically arranged papers satisfactorily and ready for easiest reference.

This plan has been adopted by a very considerable number of large commercial houses, among them "The Ladies' Home Journal" of Philadelphia, "The Ladies' World" of New York, "The Brodix Publishing Co." of Washington, "Review of Reviews," and others. The only dis-

advantage of arranging letters in numerical order is in separating those from one person instead of filing together in one compartment of a cabinet file. The cards, however, may be used in just the same way for either system, the reference on the cards being to the file, or box of letters, instead of to the individual number of the letter. The following cards, in four colors, illustrate the use of the card index:

| <i>Received from</i><br><i>Century Pub. Co.</i> |                           |            |
|-------------------------------------------------|---------------------------|------------|
| <i>Date</i>                                     | <i>Subject</i>            | <i>No.</i> |
| 17 My 93                                        | <i>L. B. tables</i>       | 17695      |
| 19 "                                            | <i>S. &amp; S. chair</i>  | 17843      |
| 31 Jl                                           | <i>Card cat. case</i>     | 20104      |
| 4 Ag                                            | <i>Type-writing index</i> | 20513      |

| <i>Sent to</i><br><i>Five Cent Sav. Bk.</i> |                                         |            |             |
|---------------------------------------------|-----------------------------------------|------------|-------------|
| <i>Date</i>                                 | <i>Subject</i>                          | <i>Vol</i> | <i>Page</i> |
| 2 Je 92                                     | <i>Indexing depositors (Typewriter)</i> | 21         | 142         |
| 23 Jl                                       | <i>Signature cards</i>                  | 23         | 615         |

| <i>Subject</i><br><i>Indexing</i> |                               |            |             |
|-----------------------------------|-------------------------------|------------|-------------|
| <i>Date</i>                       | <i>Sent to</i>                | <i>Vol</i> | <i>Page</i> |
| 2 Je 92                           | <i>Five Cent Saving Bk.</i>   | 21         | 142         |
| 4 "                               | <i>National Ins. Co.</i>      | 21         | 213         |
| 15 "                              | <i>Johnson Ward &amp; Co.</i> | 22         | 15          |

| <i>Subject</i><br><i>L. B. Tables</i> |                              |            |
|---------------------------------------|------------------------------|------------|
| <i>Date</i>                           | <i>Received from</i>         | <i>No.</i> |
| 2 My 93                               | <i>Dept. Interior</i>        | 17432      |
| 17 "                                  | <i>Century Pub. Co.</i>      | 17695      |
| 23 "                                  | <i>Cornell Univ.</i>         | 18001      |
| 27 "                                  | <i>St. Louis Banking Co.</i> | 18322      |

Correspondence is invited concerning its adaptation to any individual business.

**48x. Regents Files.** Since the use of cabinet files began, the high prices made necessary by complicated and expensive fittings and the cost of maintaining patents on various details have largely barred all but wealthy commercial houses from the advantages the system gives of easy, rapid, and accurate filing of papers. No satisfactory low-priced simple mechanism had been accomplished until these cabinets were devised.

The Regents Files are simple, are without patent, and involve only a maker's profit. We unhesitatingly urge them for all filing purposes, as equal in convenience to any of the high-priced cabinets, at one third the cost of patented forms, while their interchangeable features admit of combining with other labor-saving devices.

The system brings together the mechanism for filing letters and pamphlets, for classing papers and current work (keeping in convenient form for reference and free from dust and "mussing"), and the card index now being so rapidly adopted as an index rerum.



**48x1. Filing Box.**

This is the single "L" file, of the thickness to hold easily in the left hand while handling the contents with the other. Size, 9 x 11 x 3¼ in. Handsomely finished. Each file has bronze label holder for framing the label marking its

contents, and a stout manilla index. Box and index cost 80c. Box only, 60c.

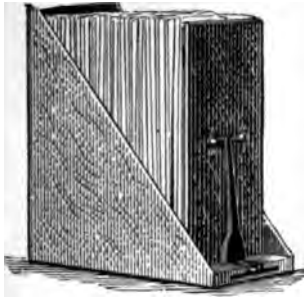
**48x2. Note Filing Box.** This is ½ the width of 48x1. Suited to filing standard note sheets flat, or "L" with one fold. Complete with index and label-holder. Price, 75c. Box only, 55c.

**48x3. Classing Box.** This is ½ the thickness of 48x1, otherwise same size. Too thin for use as a file, but a most convenient tray for papers. Price, 60c. each.

**48x4. Note Classing Box.** Same as 48x3, only ½ the width. Price, 50c.



**Card Index.** These are wood trays, matching cabinets, holding 700 331 cards, or the same value of other numbers, and the full complement of fittings. (See No. 22d4 outfits, p. 31.) Each section of the file holds 2 outfits.



CLOSED.

**CONSULTING.** A slight pressure on the back-board (which acts as a lever) releases the clamping bar, the spring of the papers opens them loosely, and their weight brings them down on the now sloping backboard so that the head-line of each is in sight. Lift out the required paper, and a single push of the hand seals all up again. Where several files are used, they may be alphabeted, numbered, or labeled. For this purpose nickeled card holders are furnished. A row of files may be ranged on desk, or shelf, or in a cabinet as represented by cut.

#### PRICE LIST WOODRUFF FILE HOLDERS.

|              |                                                                         |           |               |
|--------------|-------------------------------------------------------------------------|-----------|---------------|
| <b>46x1.</b> | Vouchers, { 25 x 11½ x 26½ cm. }<br>{ 10 x 4½ x 10½ in. }               | . . . . . | <b>\$ .75</b> |
| <b>46x2.</b> | Legal Documents, { 26½ x 12 x 30 cm. }<br>{ 10½ x 4¾ x 12 in. }         | . . . . . | <b>.85</b>    |
| <b>46x3.</b> | Magazines and Pamphlets, { 26½ x 17 x 30 cm. }<br>{ 10½ x 6¾ x 12 in. } | . . . . . | <b>1.00</b>   |

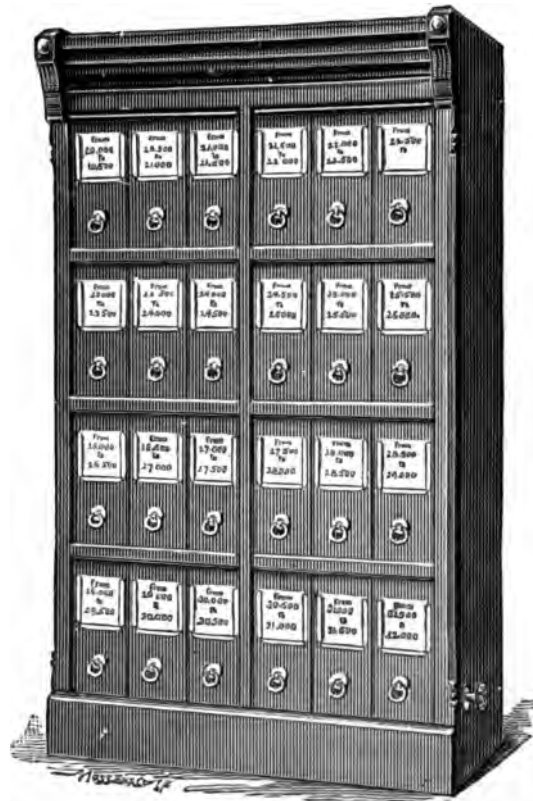
**Cabinets.** While the holders go on any shelving of the proper height, these are much more convenient where a number are required.

They are handsomely finished cases, in walnut, cherry, or ash, and are provided with an improved self-locking attachment at small extra cost.

#### PRICE LIST WOODRUFF CABINETS.

|                          |                |
|--------------------------|----------------|
| 6 file (6 x 1) . . . . . | <b>\$16.00</b> |
| 12 " (6 x 2) . . . . .   | <b>24.00</b>   |
| 18 " (6 x 3) . . . . .   | <b>32.00</b>   |
| 24 " (6 x 4) . . . . .   | <b>40.00</b>   |
| 30 " (6 x 5) . . . . .   | <b>48.00</b>   |

Cabinets are fitted with locking attachments at 25c. per file-holder additional.



preparation, between \$1000 and \$3000. The shelving, as well as to carry the mezzanine floor-





**48x7. Regents 24-file Cabinet.** 12 files on each face, fitted with a 20-section index, and 2 3-section indexes. Price, \$35.00.

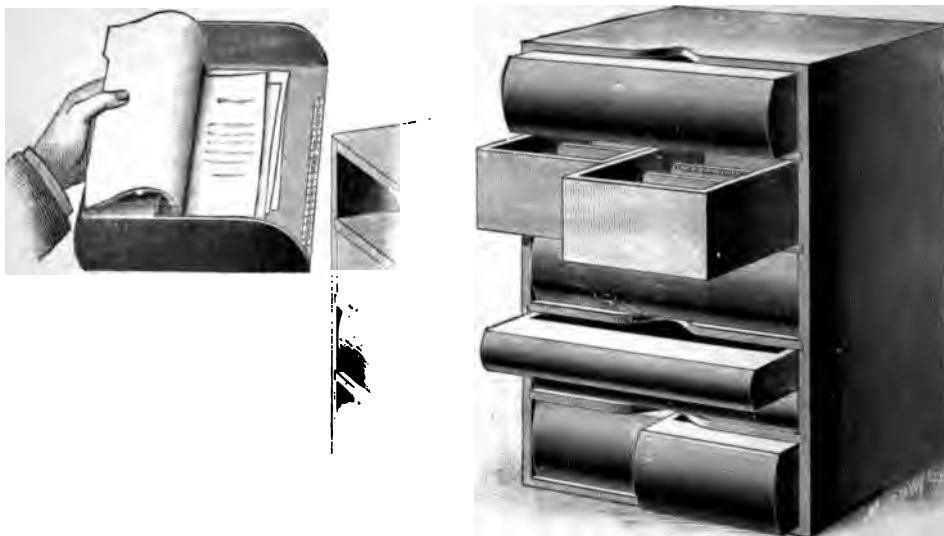
**Indexes.** These are the same as described under 48a-p. Other combinations will be furnished if desired. In ordering duplicate indexes, use the number printed on each index; this will insure obtaining the ones desired. Price, 25c.; 20 per cent discount on 5 or more.



**48x8. Regents 36-file Cabinet.** 18 files on each face, fitted with a 20-section, a 10-section, and a 5-section index with one index blank. Price, \$45.00.

**Transfer cases** are the L. B. file and pamphlet cases, No. 48g, properly labeled for each index. Price, 25c. each; 20 per cent discount on 5 or more.

Address all orders to sole makers, Library Bureau.



**48y. C. C. Cabinets.** These differ from the Regents only in being of cheaper material. The Cabinets are of white wood, finished in imitation of walnut or cherry. The boxes are wood, covered with paper, and with labels pasted on the back instead of in bronze frame. The indexes are the same as used in the Regents File and in 48g L. B. File and Pamflet boxes. Nothing larger than a 5-file cabinet is made.

The 5-file case shown in the cut shows a complete card catalog of 1,500 cards, two boxes for papers, that are more convenient and better protected from dust than the much used desk tray, and two closely indexed note and letter files. This combination makes a complete device, while for correspondence alone, a 5-file cabinet is obtained at one third the cost of other cabinets.

#### PRICE C. C. CABINETS

- |                                                                                                                                                                                                                                    |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>48y1.</b> 5-file C. C. Cabinet, manilla indexes, letter size (9 x 11 in.), giving 120 divisions, case imitation of oak, cherry, or walnut . . . . .                                                                             | <b>\$6.00</b> |
| <b>48y2.</b> 10-file, note size (9 x 5½ in.) . . . . .                                                                                                                                                                             | <b>8.00</b>   |
| <b>48y3.</b> 10-file, letter size, for classing current papers, boxes ½ thickness, without indexes . . . . .                                                                                                                       | <b>7.50</b>   |
| <b>48y5. Combination Outfit.</b> (Shown in cut.) 2 letter-size files and indexes, 2 note size, 2 L size ½ thickness filing boxes for classing papers, and two card index outfits of 750 cards each and complete fittings . . . . . | <b>10.00</b>  |

The 2 card indexes furnished with this outfit, consisting of 1,500 cards, boxes, blocks, and indexes, may be had separately. Price, \$2.50 each.

Indexes and transfer cases respectively, 25c. each, 5 for \$1.00; e. g. it costs \$2.00 to renew a 5-file cabinet. These indexes and cases are more fully described under "L. B. File and Pamflet Cases," No. 48a.



**48z. Amberg's Patent Cabinet Letter File.** After years of tests with many candidates, this has proved the best of all the patented filing systems of cabinet files. In the various mechanical details, it has all that any file offered can boast, but chiefly its incomparable system of indexes commends it to those requiring the convenience and capacity for closely and accurately filing a large correspondence.

In devising these indexes, not only has the relative importance of each letter been ascertained, but each subdivision of each letter, the basis being one hundred thousand selected names; the work covering many years of patient and tedious labor, and the determination being as nearly as possible an equal distribution of letters in each space, whatever the number of files in a cabinet.

Our space does not allow a full descriptive list with prices. This will be sent on application. Prices are from \$19.50 for a six-file cabinet, without doors, to \$215.00 for one of seventy-five file with. Address all inquiries to Library Bureau,

**52a-b. Letter Copying Books.** Libraries are more and more following the example of business houses, and retain a fac-simile of all letters sent out, in the letter copying books. The necessary outlay for an outfit is not large, and the cost of maintaining it is trifling. After buying the copying press, stand, and fittings (see No. 62, p. 132), the letter book completes the apparatus. The books offered by the Bureau are made from imported paper, are strongly bound, and will be found as satisfactory as more costly ones.

Size of page, 9 x 11

|               |   |     |               |   |        |
|---------------|---|-----|---------------|---|--------|
| 300-page book | . | .70 | 700-page book | . | \$1.20 |
| 500 " "       | . | .90 | 1,000 " "     | . | 1.60   |

Size of page, 10 x 12

|               |   |        |               |   |        |
|---------------|---|--------|---------------|---|--------|
| 300-page book | . | \$ .75 | 700-page book | . | \$1.40 |
| 500 " "       | . | 1.10   | 1,000 " "     | . | 1.90   |

**52b.** We also make a specially high grade 1,000-page book, bound in ½ russia, for use where it is much used for reference after being filled. The bindings of 52a will be found adequate for ordinary use. Price, 52b, 9 x 11, 1,000-page book, \$2.25; 10 x 12, 1,000-page book, \$2.50.

The ordinary press requires an outfit for wetting the sheets. For this purpose we recommend the Star Copying Pads as the most satisfactory device. Price of moistening pan, \$1.00. Pads are \$1.50 per dozen. These pads do not require moistening oftener than weekly under ordinary usage.

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**To Order** Furniture, Fixtures, Blank Books, Printing, etc. Beside the standard library and office supplies on our catalog, we make a specialty of making to order anything needed. To match old work, or for other reasons or personal notions, articles are often required different from the standards which we recommend. We have the very best facilities for making to order. We will estimate for first-class work, as we prefer to do it, and also for cheaper grades such as we often have to compete against. In many cases our special experiences in manufacturing for libraries and offices will enable us to suggest improvements without adding to cost.

**Library Catalogs.** We are fully equipped with large fonts of figures and full-face type for doing this work. Not only can we guarantee first-class work at lower prices, but, as the result of a large technical experience, can give it an intelligent supervision, not to be obtained elsewhere.

**53. Library Bureau Writing Papers.** For several years we experimented, determined to bring out a line of standard papers, the best to be had of each grade. Having settled on the best stock, color, finish, weights, and sizes, we had samples from ten mills chosen from the Paper Directory as best in repute. From these we have chosen for each grade of our L. B. paper the mill that gave best results. Each sheet bears our address or "water mark," and will thus be the best advertisement of the Bureau. We shall therefore be satisfied if we can scatter these papers thru the country at cost of manufacture and distribution. We make the following grades of stock.

*B* is a high-class book paper, used for writing by those preferring a softer finish for quill, stylographic pen, pencil, type writer, duplicating processes, etc.

**f. EXTRA FINE.** This is a "tub sized, loft dried" paper, superior in quality and finish to many "Superfines." The color is the slight neutral tint that eminent oculists in Europe have by long experiment settled on as least injurious to the eyes by either sun or artificial light. We made this from samples furnished us from abroad, and offer it as the best for the price, regardless of the great advantage to the sight of all who have any weakness of the eyes, or who are compelled to write by artificial or defective light.

**s. EXTRA SUPERFINE.** This is a white wove of the highest grade and finest finish. It will suit all who "want the best," except those who prefer the rougher surface of the Linen Ledger.

**1. BEST LEDGER.** Made for our best library blanks, where the greatest durability and erasive quality are all important. The tough fibres of this best linen stock allow repeated erasure and writing over on the same spot, and for any use where paper is subject to much wear this will be found the best. White wove.

**BOXING.** All papers are put up in strong and convenient boxes made for this special use. Here paper keeps cleaner, is vastly more convenient for use, and, when used, a valuable box for filing papers or pamphlets is left.

**SIZES.** Size L, or the almost universal "letter size," is best for most uses. The ms. size is a favorite for printers' copy and for a letter head between note and letter. Foolscap is used mostly in schools. We recommend instead the Letter, only a sixth smaller. For practical reasons we very strongly urge the convenience of selecting from our standards (see price list), because of the hundreds of binders, files, cases, boxes, trays, cabinets, etc., made to fit them; still we will supply our L. B. papers in any size not over 50 by 60 cm (20 by 24 in.), at proportionate rates, ruled or folded.

**BLANKS, LETTER HEADS, ETC.** We have at our disposal the very best steam ruling, cutting, and printing machinery, and solicit orders for blanks of all kinds made from our papers.

Price of L. B. Papers per 1,000 sheets, flat, plain. All sizes are put up in our handsome, strong, dust-proof, hinged L. B. Cases, 200 folded or 500 flat sheets in a box. If folded, double the price below. 20 per cent discount on full 1,000's.

| QUALITY.         | NO.    | Note.<br>12 <sup>1</sup> / <sub>2</sub> x 20 cm.<br>5 x 8 in. | Manuscript.<br>15 x 25 cm.<br>6 x 10 in. | Letter.<br>20 x 25 cm.<br>8 x 10 in. | Foolscap.<br>20 x 30 cm.<br>8 x 12 in. |
|------------------|--------|---------------------------------------------------------------|------------------------------------------|--------------------------------------|----------------------------------------|
| Extra Book,      | b 100  | \$1.00                                                        | \$1.40                                   | \$1.80                               | \$2.20                                 |
| Extra Fine,      | f 100  | 1.30                                                          | 2.00                                     | 2.50                                 | 3.00                                   |
| “ “              | f 125  | 1.60                                                          | 2.40                                     | 3.00                                 | 3.60                                   |
| Extra Superfine, | s 100  | 1.60                                                          | 2.40                                     | 3.00                                 | 3.60                                   |
| “ “              | s 125  | 2.00                                                          | 3.00                                     | 3.75                                 | 4.50                                   |
| Best Ledger,     | l 100  | 2.00                                                          | 3.00                                     | 3.75                                 | 4.50                                   |
| “ “              | l 125  | 2.60                                                          | 4.00                                     | 5.00                                 | 6.00                                   |
| “ “              | l 200  | 4.20                                                          | 6.40                                     | 8.00                                 | 9.60                                   |
| Best Bristol,    | br 300 | 5.50                                                          | 8.00                                     | 10.00                                | 12.00                                  |
| “ “              | br 400 | 7.20                                                          | 10.50                                    | 13.00                                | 16.00                                  |

All orders not specifying are sent flat, plain.

L size in all the above grades, plain or ruled, is carried in stock punched for lacing or binders at 50c. per thousand extra. Any other sheets will be punched promptly to order, at same rates.

**Checking Paper.** An L sheet ruled into cm squares, giving 500 spaces to each side of the sheet for statistics, tabulations, etc. Every fifth cross and down line is a heavy red one, marking the sheet off into 5 cm squares. All sheets are punched. Price, \$125, 50c.; 1125, 60c. per 100.

**Thesis Paper.** Standard L size, ruled with cm cross lines and two marginal down lines, so as to leave a 2½ cm space as margin for notes on all four sides of the sheet. In ordering, state whether paper is desired ruled on one or two sides. Punched for binder or lacing. Price, \$125, 50c.; 1125, 60c. per 100. 10 per cent discount on full 1,000's.

**L. B. Ruling.** The standard ruling for correspondence in L size papers is lines 1 cm apart. This “L. B.” ruling has the same main cross lines, and faint intermediate lines between the regular rulings, giving one half cm cross, for interlining, shorthand work, or closely written matter. It also has faint down lines, dividing the page into four columns for headings or tabulations. The faint rulings can be written over without affecting legibility.

Made in L and N sizes, punched for the standard binder or for lacing.

|         | Price per 100 sheets |       |      |
|---------|----------------------|-------|------|
|         | 1125                 | \$125 | 1125 |
| N size, | .25                  | .30   | .35  |
| L “     | .40                  | .50   | .60  |

Discount of 10 per cent on 1,000 or more in one order.

**Blocks or Pads.** We have made for us at the mill a series of standard sized papers of ordinary grade, blocked. Of good writing surface and of ample quality for notes and memoranda; chiefly, they are cut and blocked into exact sizes. All are put up in double thick pads, to avoid paying for straw board instead of paper. Uniform in quality and always of standard size, they will be found far more satisfactory than the irregular sizes, varying weights and grades, of odds and ends of paper usually put up in this way.

#### PRICES

| Size.                   |                   |         | Weight. |        |
|-------------------------|-------------------|---------|---------|--------|
| 7½ x 12½ cm (3 x 5 in.) | P size            | per 10, | 4 lbs.  | \$ .65 |
| 12½ x 20 "              | (5 x 8 " ) N "    | " "     | 10 "    | 1.50   |
| 15 x 25 "               | (6 x 10 " ) Mss " | " "     | 15 "    | 2.25   |
| 20 x 25 "               | (8 x 10 " ) L "   | " "     | 20 "    | 3.00   |

**54. L. B. Envelopes.** We keep in stock the three most used sizes—No. 5½ (i. e. 5½ x 3¾ in., 14 x 8 cm), No. 6 (6¼ x 3½ in., 16 x 9 cm), and No. 8½ (8½ x 3¾ in. or 21.5 x 9.5 cm). We make and supply any other size promptly to order at proportionate rates. Small orders made up from special paper of course cost more than regular stock or large orders. We merely charge factory expenses and cost of paper for "to order" envelopes.

The manilla, XX and XXX stocks in the first three columns of prices, are the very best of envelopes, all high cut, made by the best factory, extra gummed. Prices are net per 1,000.

|         | Best Manilla. | XX.    | XXX.   | f 100. | f 125. | s 100. | s 125. | l 100. | l 125. |
|---------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|
| No. 5½, | \$1.00        | \$2.00 | \$2.25 | \$3.00 | \$3.50 | \$3.00 | \$3.50 | \$3.50 | \$4.00 |
| No. 6,  | 1.20          | 2.25   | 2.50   | 3.25   | 4.00   | 3.25   | 4.00   | 4.00   | 4.50   |
| No. 8½, | 2.00          | 3.00   | 3.50   | 4.50   | 5.00   | 4.50   | 5.00   | 5.00   | 6.00   |

**58c. Bank Pins.** Every one who handles many papers finds use for pins, regardless of the various other indispensable paper fasteners. The L. B. pins have sharp points, and will not bend readily. Price: ½-lb. boxes; per lb.: ⅝ in., \$1.40; ¾ in., \$1.20; 1 in., \$1.00; 1¼ in., .90; 1½ in., .90; 1¾ in., .75.

The 1 in. and 1¼ in. are sold stacked in pyramids, a very convenient form for desk use. Price, 10c. per pyramid.



**55a. King's Patented Nonpareil Pens.** The question of selecting a satisfactory steel pen involves the peculiarities of the individual's handwriting to such an extent, that it is impossible to recommend any particular pen for universal use. In our large use of the King's among librarians, during the last five years, we have found them giving excellent satisfaction. While we shall be pleased to supply any of the hundreds of other patterns of other makers at the lowest price, we can conscientiously commend these as possessing all the qualities of a good pen.

Samples of the entire list below will be mailed to any address subject to approval on receipt of 6c. in stamps, or one gross on receipt of price. Price \$1.00 per gross.

All orders should be sent to Library Bureau.



**"Nonpareil" Extra Fine. WHITE.**

Very fine and elastic. Superior for Professional Penmen, Ladies' use, and for hair lines and heavy shading.



**"Nonpareil" No. 3. BLACK.**

Point curved downward, and stiff.



**"Nonpareil" Office. WHITE.**

Medium fine. Easy writer. Superior to all others for Banks, Colleges, Schools, and Mercantile use.



**"Beacon" Pen.**

Similar to the Office, but having greater elasticity. An exceedingly easy writer.



**"Nonpareil" Stub. BLACK.**

Broad point; very smooth; easy writer. Especially adapted for Lawyers and back-hand writers.



**"Nonpareil" No. 5. WHITE.**

A fine STUB with short nib. A very pleasing pen for fine engrossing.



**"Nonpareil" No. 9. WHITE.**

Long nib, fine stub point, free and easy writer.



**"Nonpareil" No. 7. BLACK.**

Medium fine, turned-up point. An easy writer for addressing.



**"Nonpareil" Bank. WHITE.**

A good business pen; large and long points.



**"Nonpareil" Court. BLACK.**

Turned-up point, smooth and easy writer. Particularly adapted for all rapid writing, addressing wrappers, etc.



**"Nonpareil" No. 8. BLACK.**

Same as above, except in point. A very firm, smooth and easy writer.



50 CENTS PER GROSS.

**King's "Falcon" Pen. WHITE.**

The standard popular business pen, used largely by Railroad and Express offices.

"I furnish my staff of 30 any pens they prefer. We have tried over 50. More Nonpareils are now called for than of all other makes."

MELVIL DEWEY, Columbia College Library.

HINMAN'S BUSINESS COLLEGE.

Worcester, Feb. 9th, '86.

Dear Sirs:—Your "Nonpareil" Office Pen is one of the best for business writing that I have ever used. During twenty years as a professional penman I have been very particular in the choice of pens, and I regard your "Nonpareil" as meriting special praise.

Yours truly,

A. H. HINMAN.

**56a. Carter's Library Inks.** In no place is it more important that the ink be **Uniform, Black, and Absolutely Permanent** than in Library Catalogs constantly exposed to light and air. More than one institution will in future years incur a great expense for copying, because it has failed to use the best results of science in its ink. It has long been possible to get inks possessing any one and often several good qualities, but till now no ink has been made in any country that combined them all. The best would be pale when first written, or fade under long exposure to light, or could be removed by chemicals, or would grow yellow with age, or thicken, mould or spoil pens rapidly by corrosion, or eat the paper itself, or deposit sediment in the stand, become muddy, or have some fault fatal to a perfect ink.

In recent years fluids have been made that had all the good qualities except initial depth of color. This grievous fault has caused many users to abandon these otherwise best inks, and has ruined many eyes of those who tried to read as they wrote, lines too faint to be legible till many hours after.

After years of patient research and experiment CARTER, DINSMORE & Co. have succeeded in producing fluids that **write deep blue black at first**, and still **retain** all the **fineness** and **fluidity** of the pale, colorless products which the public, for want of something better, have been obliged to use. For these reasons, after severest test, we unhesitatingly recommend to all who write the highest attainable standards,—**Carter's Library Inks.** Special circulars mailed on application.

#### LIST AND PRICES

**Carter's Blue Black Writing Fluid.** After oxidizing in the bottle or inkstand it does not discharge color. It is perfectly fluid when first opened, and *does not thicken*, but retains its original depth of color *even after long exposure*. It never moulds, and is permanent.

Price, gallon, \$2.00; quart, 60c.; pint, 35c.; ½ pint, 20c.

**Carter's Blue Black Combined Ink.** After oxidation and long exposure it retains its color and fluidity, the same as Carter's *Blue Black Writing Fluid*; is equally permanent and free from mould, and **gives two good copies, which are deep blue black from the start.**

Price, gallon, \$2.50; quart, 75c.; pint, 40c.; ½ pint, 25c.

**Carter's Jet Black Record Ink.** **Jet Black from the start**; flows freely; gives one good copy; never moulds or fades; specially adapted for Records, as it is proof against sun, water, and acids — and therefore permanent. Price, gallon, \$2.00; quart, 60c.; pint, 35c.; ½ pint, 20c.

**Carter's Black Letter Ink.** **Writes black, dries blacker, stays blackest.** It flows freely, does not thicken, mould, or deposit sediment; does not corrode steel pens, and is unaffected by different climates. It retains its color in the bottle and in the inkstand.

Price, gallon, \$1.50; quart, 50c.; pint, 30c.; ½ pint, 20c.

3 " cylinder stands, enameled stoppers, - 25c.

4 oz., Black Copying, 20c.      2 oz., Black Copying, 15c.

" 4 oz., office stand, flint, cork stopper, - . . . - 25c.

" 2 OZ., " " . . . . 15c.

4 oz., office stand, flint, glass stopper, 40c.; 2 oz., 25c.

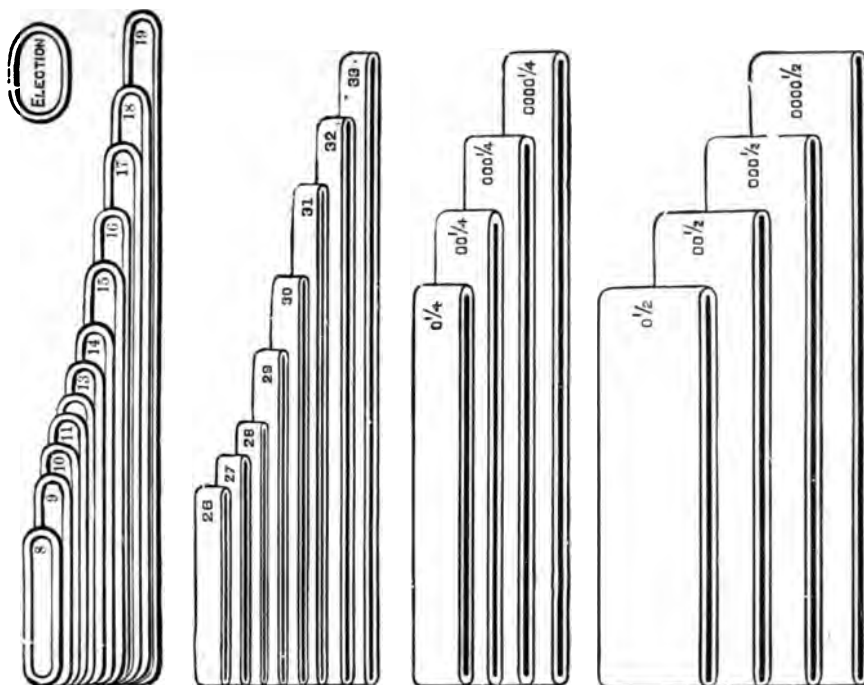
1 oz., " " cork stopper, - - - 10c.

3 oz., stand, in flint glass, - - - - - 30c.

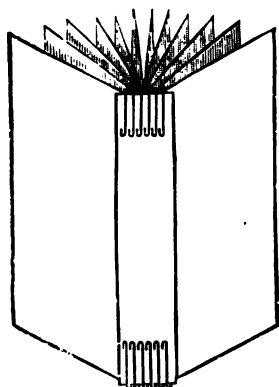
3 oz., " light green glass, - - - 25c.

10 oz., patent reservoir stand, 60c. ; 5 oz., reservoir stand, 30c.

ress all orders to Library Bureau.



**57. Rubber Bands.** As indispensable to the desk outfit as pens or pins. The L. B. Bands are put up by weight, in strong and convenient boxes of  $\frac{1}{4}$  lb., or in bulk. For assorted sizes we have handsome and strong desk cabinets, with partitions and automatic cover. See No. 67 L. B. Catalog. Price per lb. in  $\frac{1}{4}$ -lb. boxes or bulk, \$2.50.

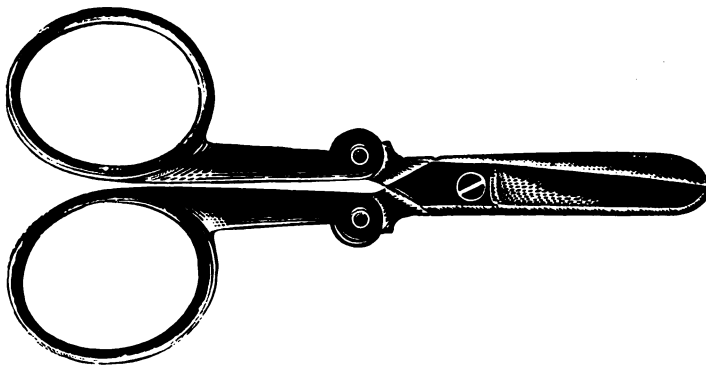


FULL  
SIZE

**58. Patent Spring Clasps.** In reality tiny but strong spring clips. Can be used over and over again, are nearly as cheap as common pins, and largely supersede pins, staples, paper fasteners, rubber bands, clips, and all devices for fastening papers or cards together, either temporarily or permanently. No machine is needed to apply them, as for most paper fasteners or staples. They strengthen, instead of weakening the papers; and as a binder for newspapers they allow opening of every sheet flat, a material advantage over other devices. Chiefly, the Clasps are the only paper fasteners that file, bind, or fasten papers together securely without injury or mutilation. For librarians these are specially valuable for keeping together cards, order slips, etc., pertaining to the same book in the catalog department, and at the delivery desk for keeping together call slips, delinquent notices, etc.; also for attaching firmly to the book, without leaving the slightest trace after removal, cards, slips, notices, etc. Trial will insure their being kept constantly on hand. Sample cards of 100 sent postpaid for 25c. Price, \$2.25 per 1,000.



**61a-1. Paper Shears.** These are an essential part of a complete desk equipment. Best quality shears, of best proportions for cutting paper, are often found with difficulty, if at all. We have selected our list with great care. The longer patterns are specially recommended. They are so light and slender that they handle as easily as scissors; so excellent in quality that they cut as well as heavy shears. The pocket scissors are nickel plated, and have blunt, round points so they can be carried in the vest pocket with perfect safety.

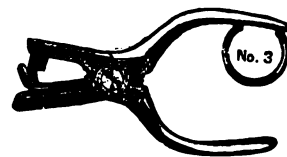


NET PRICES. ORDER BY LETTER

|                           |        |                                 |        |                                    |        |
|---------------------------|--------|---------------------------------|--------|------------------------------------|--------|
| <i>a.</i> 20 cm (8 in.),  | \$ .50 | <i>e.</i> is <i>a</i> nickeled, | \$1.05 | <i>i.</i> 10 cm (4 in.) scissor,   | \$ .30 |
| <i>b.</i> 25 " (10 " ),   | 1.25   | <i>f.</i> is <i>b</i> " "       | 1.50   | <i>j.</i> 10 cm, best made,        | .60    |
| <i>c.</i> 30 " (12 " ),   | 1.60   | <i>g.</i> is <i>c</i> " "       | 1.85   | <i>k.</i> 10 cm, folding, in case, | .75    |
| <i>d.</i> 37.5 " (15 " ), | 2.40   | <i>h.</i> is <i>d</i> " "       | 2.65   | <i>l.</i> 12 cm, " "               | 1.00   |

Intermediate sizes (9, 11, 13, and 14 inch) to order at proportionate prices. The folding scissors have a handsome morocco pocket case free with each pair. *a*, *b*, *c*, and *d* are japanned handles.

**61p. "Conductors'" Punches.** For punching papers for tying or to make them bind nicely in some of the various binders. Special punches are often made, i. e. an initial of a person's name, and used to indelibly mark approval or check bills and other papers, sometimes as a safety device on checks, etc. For these and other uses it has been found a convenient desk tool. Our regular pattern cuts a round hole of 4 mm. diameter. Any other form made promptly at small extra cost, according to the form of die.



These are small die cutters, not the ordinary shoe punch, which is worthless for cutting paper. They are the only form sure to cut cleanly and easily. Price, \$2.50 each.

**62a. Bailey Copying Machine.** Letters worth copying are worth doing so in a manner to *insure* legibility. It is exasperating to find the very letter one needs most, unreadable, as so often occurs with ordinary outfits, to say nothing of the possible loss it may entail. The Bailey Machine gives the most expeditious process, and is sure to produce perfect results. No blurred or faint copies or offsetting. The Machine combines:—



a. A moistening attachment thru which Elastic Copying Pads are passed, giving them any degree of moisture desired.

b. A handsomely finished copying press made in the most substantial manner, and in the center of which is set a double acting compressing screw, producing rapidly and easily the desired amount of pressure.

c. An air-tight drawer, holding the Copying Pads moist, ready for instant use.

The Machine is very compact, occupying no more space than an ordinary copying press. All the metal parts which come in contact with water are plated so as to prevent rust.

#### PRICES BAILEY COPYING MACHINE

|              |                  |                | Japaned.       | Nickeled.      |
|--------------|------------------|----------------|----------------|----------------|
| <b>62a1.</b> | Plate 25 x 32 cm | (10 x 13 in.)  | <b>\$25.00</b> | <b>\$33.00</b> |
| <b>62a2.</b> | " 27½ x 38½ cm   | (11 x 15½ in.) | <b>30.00</b>   | <b>40.00</b>   |
| <b>62a3.</b> | " 35 x 45 cm     | (14 x 18 in.)  | <b>45.00</b>   | <b>45.00</b>   |
| <b>62a4.</b> | " 40 x 53 cm     | (16 x 21 in.)  | <b>60.00</b>   | <b>70.00</b>   |
| <b>62a5.</b> | " 45 x 60 cm     | (18 x 24 in.)  | <b>75.00</b>   | <b>85.00</b>   |



**62b. Bailey Moistening Apparatus.** The same as in the above. For use with ordinary copying presses with the special Elastic Copying Pads.

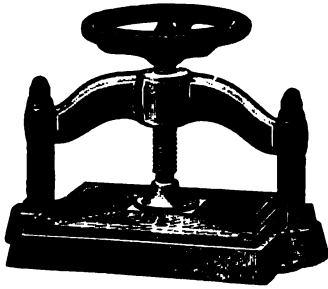
#### PRICE

|              |                        |               |                |
|--------------|------------------------|---------------|----------------|
| <b>62a5.</b> | To fit Pads 25 x 30 cm | (10 x 12 in.) | <b>\$18.00</b> |
| <b>62a6.</b> | " " " 25 x 35 "        | (10 x 14 " )  | <b>20.00</b>   |

Elastic Copying Pads are a part of the necessary apparatus. Price per 10, 9 x 11, \$2.00; 10 x 12, \$2.50; 10 x 14, \$3.00; 12 x 17, \$4.50; 15 x 20, \$6.00; 17 x 23, \$8.00.

These are very durable; enough should be procured to give one to each letter for as many as it is desired to place under pressure at one time.

Address all orders to Library Bureau.



**62c. Copying Press B.** Many libraries and individuals do not have sufficient use to justify the expenditure for a Bailey Machine. We offer this press as a practical form, strong, well finished, yet low priced.

**PRICES B. COPYING PRESS**

|              |                  |               |   |   |               |
|--------------|------------------|---------------|---|---|---------------|
| <b>62c1.</b> | Plate 25 x 30 cm | (10 x 12 in.) | . | . | <b>\$4.50</b> |
| <b>62c2.</b> | " 25 x 38 cm     | (10 x 15 in.) | . | . | <b>5.75</b>   |
| <b>62c3</b>  | " 27½ x 40 cm    | (11 x 16 in.) | . | . | <b>8.50</b>   |

Circular of other styles on application.

**62s1. Press Stand.** A finely finished cabinet in cherry, walnut, or oak, natural or antique. The top is 50 x 60 cm (20 x 24 in.). A slide full size can be drawn out on either side and the cabinet has four drawers, or as shown in cut, or with one drawer and closet below it.

Price, No. 62s1, \$13.00.



**62s2 Press Stand.**

Fitted with one drawer and slide. Handsomely finished woodwork and japanned iron. One of the most widely used forms. Special circular of presses and stands on application.

Price, No. 62s2, \$8.00.

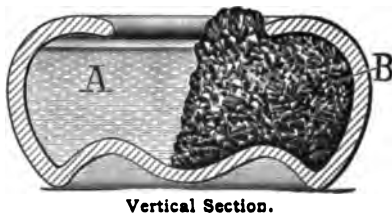


**63a. Brush Erasers.** The little brush is a most convenient attachment to the rubber eraser for cleaning the page after erasing. The temptation is to dust off the particles with the fingers, which, when moist, may soil and leave marks not so easily erased; this is an exceedingly convenient little device. The rubber is of the best quality, and the brush strongly inserted. Price, 25c. each.

**63e. Steel Eraser.** An essential tool for every cataloger's desk. Those offered by the L. B. are of the highest grade steel. Made in 2 forms—oval and with knife edge for use as paper cutter, all with cocoa handles. Price, 63e1, oval, 40c.; 63e2, knife edge, 50c.

**64d. L. B. Desk Pads.** Protect the desk from ink stains, and serve as a blotter and cushion for writing upon. Three sheets of blotting held by four russia corners and heavy tar board back. An essential on every desk. Made in 3 sizes, and filled with the best "Treasury" blotting. Price, 19 x 24 in., \$1.00; 12 x 19 in., .75; 9½ x 12 in., .50.

**65x. Anti-nervous Penholder.** Invented by a Harvard College Professor, troubled by the use of the ordinary holder. Made of cedar, the part coming in contact with the hand being covered with a soft rubber shield. The pen is insulated between the rubber and the cedar, and a brass cap protects the rubber from wear. No metal comes in contact with the hand. The rubber guards against writer's cramps. Price, 10c.; 10 for 75c.



**66s. Sponge Cup.** In counting money, sealing, and stamping postage on letters, and in many other ways, this is a needed desk appliance. Their peculiar form protects from evaporation. Price, 40c. each.



**66a-b. Perfect Inkstand. CUT GLASS, STEEL, AND PURE RUBBER.**

Cut of 66a.



Cut of 65b.

**DESCRIPTION:** A pouch of pure soft rubber holds the ink, an ebony cut-glass base protecting it from accident. A steel saucer is connected with the nickeled thumb-screw on top, which compresses the fountain and sends up exactly the amount of ink wanted. On top a cube of crystal cut-glass forms the dipping cup for the pen. An air-tight rubber stopper completes this "instrument of precision," as it is justly called.

The two essentials of a perfect inkstand are a *pen gage dipping cup* and *adjustable fountain*. Most stands have neither, but are mere receptacles, that spoil, spill, or waste the ink, which must often be renewed, ruin pen points by too rough contact, and soil fingers, paper, desk, or carpet by their unregulated supply. They are made of various materials, shapes, and decorations, attention being given to these extraneous details, not to practical usefulness. Our stands have both essentials, are made on scientific principles, and are free from these defects. We offer them with privilege of return if not satisfactory in every respect, after a month's trial. They soon save their cost by preserving both quantity and quality of the ink and the points of pens from any possible injury.

**Action.** A turn of the screw sets the ink at any height wanted in the cup, which connects with the fountain only by a fine duct. To close it, turn the screw again, and the ink sinks from the cup thru the duct into the fountain. The stopper fits closely the mouth of the duct; and a decade later, if the stopper were lifted, the ink would well up as fresh as when sealed. No dust or evaporation troubles the owner of a *Perfect*. In committee rooms, etc., where ink is wanted only now and then, these stands are always sure to yield limpid ink.

**Pen Gage Dipping Cup.** This protects the pen from injury, and gives it a proper supply of ink. With other stands steel pens are spoiled quickly, at the annoyance of changing and some expense. The points of gold pens are soon injured, and can never be made as good again. The most careful penman will sometimes mistake and strike the point against the bottom, specially when the ink is low; and only by watching the pen into the ink each time can he avoid what with our inkstands is impossible.

With ours, the pen takes exactly so much ink each time, the quantity being fixed with a touch when work begins. The writer is freed from the annoyance of constant dipping in shallow ink and the greater nuisance of blots dropping from a too full pen.

**Fountain.** The all important pen-gage dipping cup is impracticable unless there be a fountain which keeps the ink at the right height. Perfection requires that the ink be absolutely protected from air and dust, so that after years it is as fresh as at first. Ordinary stands, even if carefully corked, will not keep ink fresh long. It soon thickens or moulds, then is thinned, and looks like dirty water. Careful writers adopt the only protection in throwing all away and starting afresh. Vastly more ink is wasted than is used. The boy empties and washes the stand, and fills it afresh each morning, often throwing away five times as much as has been spread on paper. No careful penman will use the old ink after exposure to air and dust. Our fountain saves all this annoyance and cost. The last drop of ink is used, and found as perfect in color and flow as the first. Count the ink wasted, the washings, fillings, and spillings of the common stands, and the economy of our Rubber Fountain is apparent. No other substance but rubber adapts itself exactly to the amount of ink, so that, from the full supply to the last drop, the fountain is always just full, without a bubble of air in contact with the ink. Thus shut away from both light and air, the ink cannot thicken or mould. **NO ACCIDENT CAN RESULT FROM FREEZING,** for breaking or bursting is impossible with the elastic fountains.

**Rubber Stoppers.** It is well known that ordinary caps, corks, and covers at best only diminish without preventing evaporation. Our stands have air-tight stoppers of pure rubber, the only perfect device for this purpose. No ink can evaporate thru them. Price, Perfect Ink-stands, 66a, pressed glass, **\$1.50**; 66b, cut glass, **\$2.00**.

**66e. Inkstand.** The best of all the cheaper inkstands, giving the very important feature of a pen gage, thus avoiding injury to pens. It also regulates the depth of ink automatically. A round, shallow cup, 4 in. in diameter, is the receptacle for the ink. The dipping cup is a tunnel-shape depression in the center of the saucer-like cover. The cup is filled with ink, and the tunnel-like dipping cup drops into it when the cover is put on, holding the ink at just the depth for a pen full. There is almost no exposure to evaporation. The top edge of the inkstand has a corrugated surface, to be used as a pen rack. Black moulded glass, with white cover. Price, **50c.** each.



Address all orders to Library Bureau.



10 BOX FILLED.



5 BOX FILLED.

**67. Desk Cabinets.** For rubber bands, pins, pens, paper fasteners, clasps, P. O. stamps, erasers, and all the "little things" that a man who utilizes devices to save his time must have about his desk. These are forever just where you cannot put your hand on them, under a paper, or in a drawer or the back of a pigeon-hole, or tipped over. In the midst of a computation or happy thought the writer wants a

pin, or clasp, or rubber band instantly, and finds it only after groping about on the desk, turning over all the things he does not want, and losing his train of thought. If you reach into the box of bands of "assorted sizes" (an abomination to quick workers), the fingers invariably get all the sizes not wanted netted in together. Our Desk Cabinet solves these difficulties. It has a neat box for each of these infinitely losable little things about a desk. The cover is hinged on one side and projects on the other, so that it can be thrown up with the point of the pen or end of the finger almost automatically.

"The most convenient little thing I ever saw!" has been the verdict of many on examination. It soon pays for itself, besides the time saved; for from its closed box, no bands, pens, pins, stamps, etc., are lost, and the arrangement by sizes avoids the use of larger bands and pins than really is needed. In a mixed box of bands the chances are that the hand picks up a wider or heavier band than needed, simply because it comes first, and will answer the purpose, rather than to sort over the box looking for just the right size.

#### HEAVY JAPANNED TIN BOXES

|    |    |                                                      |        |
|----|----|------------------------------------------------------|--------|
| a. | 5  | boxes, empty (filled to order at lowest rates)       | \$ .50 |
| b. | 5  | " with 500 rubber rings and 100 bands, 10 best sizes | 1.35   |
| c. | 5  | " " 2,000 clasps, fasteners, and pins, 6 "           | 1.35   |
| d. | 5  | " " combination of b and c                           | 1.35   |
| e. | 10 | " empty (filled to order at lowest rates)            | .75    |
| f. | 10 | " with 500 rubber rings and 200 bands, 10 best sizes | 2.00   |
| g. | 10 | " " 3,000 clasps, fasteners, pins, etc., 6 "         | 2.00   |
| h. | 10 | " " combination of f and g                           | 2.00   |

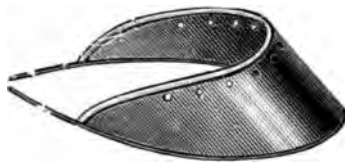
Besides the above, we make the boxes in heavy paste-board and handsomely finished oak. For price of the board, deduct 35c. from the 5 and 50c. from the 10 box given above. For oak, add 25c. to the 5 and 50c. to the 10 box.

Made only by Library Bureau.



place. Nickel 50c. Japanned 25c.

**64. Combination Weight and Paper Clip.** A handsome, highly polished, nickeled paper weight, which is also an admirable clip. Papers are firmly clamped between the base and the adjustable weight, which is held in place by a strong spring that is easily moved with one hand, as shown in the cut. It works equally well for one or 100 sheets of paper. Handy, ornamental, durable, and always in

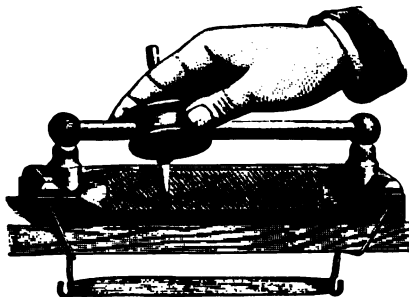


flexible brass spring runs round the outer edge, keeping it in shape. It can be easily bent, so as to give the proper hold on the head, or it can be changed at any time to suit the wearer. Price 15c. each, or mailed, postpaid, for 20c.

**69e. Ventilated Eye Shade.** The most comfortable, durable, lightest, coolest, best. A row of holes round the rim nearest the forehead allows a circulation of air and prevents overheating the eyes. A



**69g. Glass Pen Cleaner.** Simple, quick, convenient. No machinery to get out of order. Takes little room on the desk. Always ready when wanted. Stiff brushes are firmly fastened inside a glass cup, which is protected and made stable by an iron base. When the cup is filled with water, the pen can be thoroughly cleaned with a single motion of the hand, and without the danger of injury incurred by use of rags, chamois-skin, shot, etc. No one who has tried this patent cleaner will again use the old-fashioned devices. It saves its cost, in lengthening the life of steel pens, which corrode rather than wear out. Price 25c. each.



**69p. Perfect Pencil Sharpener.** Saves soiled fingers, and much time where lead pencils are used to any extent. We have selected this from all the candidates for favor as the best. Simple in construction and working, and costs nothing to maintain. Price, \$1.75.

Address all orders to Library Bureau.

**73. Danner Revolving Bookcases.** Since the introduction of these celebrated cases we have sent thousands of them throughout the United States and abroad, and in every instance they have given complete satisfaction. They are so constructed as to shelve books on all four sides, making a solid column, and holding more books than any other case made to occupy the same space; while a touch of the hand brings every book within reach of a person sitting beside the case. Their chief excellence is the convenience with which the contents can be consulted. Two cases behind a study chair are out of the way, but bring within instant reach of the hand 400 volumes of books, or their equivalent in other objects. No such labor-saving convenience has ever before been offered to students and literary workers.

The principle on which the cases are suspended makes them perfect, durable, and absolutely noiseless. There is nothing to get out of order. A committee of the American Library Association loaded one side of a 73j case with 180 lbs., the other sides being empty; and in this condition it was tested for two months, and revolved as perfectly after the experiment as before.

**SPECIAL SIZES.** While any variation in style or size can easily be made, only the patterns shown in this catalog are kept in stock. Special designs, to match other furniture, will of course take extra time, and cost more than the regular cases, which are made by the hundred and kept in stock. Variations in height of shelves seldom cost anything extra; but *change of diameter* adds to cost.

The L. B. pigeon-hole cases (No. 47 in this catalog) are made to fit the spaces of 73g-k.

The question is often asked if round cases are made so as to revolve in a smaller space than square ones with projecting corners. A little study of a diagram of a round case and a square one, will show that the square is the *only economical form for a revolving case*. In this way we get a solid column of books, and nothing more compact is possible.

As evidence of their great merits, thousands have been sold with the following privilege:—

“These cases will be sent to any responsible party with the *distinct understanding* that, if they do not perform as *represented* and to entire satisfaction, they may be returned.” NOT ONE CASE HAS BEEN RETURNED. No further proof is needed of the value of the invention, nor of the satisfaction which it uniformly gives to buyers.

All orders should be addressed to Library Bureau.



**73a-b. Danner Revolving Bookcase.** 16½ in. square, 33 in. high, holds 32 thick, Royal 8° volumes, size of American Cyclopædia, besides several larger volumes on top.

**PRICES**

**73a.** 2 sections, 33 in. high, as in cut, 68 in. of shelving, weight, packed, 50 lbs. . . . . **\$9.00**

**73b.** 3 sections, 43 in. high, 112 in. of shelving, weight, packed, 65 lbs. . . . . **11.00**



**73c-d. Open Deck Danner Revolving Bookcase.** 20 in. square, 42 and 54 in. high. Revolves in a circle 28½ in. in diameter.

The open deck gives an extra shelf for large books, atlases, music, unbound periodicals, etc., thus combining bookcase and book-rack.

One of the most attractive patterns made.

**PRICES**

**73c.** 2 sections high . . . . **\$14.00**

**73d.** 3 " " . . . . **16.00**

Address all orders to Library Bureau.



**73e-g. Champion Danner Revolving Bookcase.** No cases, except the 73i and 73j, have had so large a sale. Revolves in a smaller circle; fits into corners and spaces that cannot accommodate the larger; while slight changes in construction make a lower price possible. Each section has 1 meter (40 in.) of shelving. Case is 20 in. square, or same diameter as Open Deck. Walnut, oak or cherry at same price.

**PRICES.**

|             |                 |       |                |
|-------------|-----------------|-------|----------------|
| <b>73e.</b> | 2 sections high | . . . | <b>\$12.00</b> |
| <b>73f.</b> | 3 " "           | . . . | <b>14.00</b>   |
| <b>73g.</b> | 4 " "           | . . . | <b>16.00</b>   |



**73g2. Danner Revolving Bookcase.** Same capacity and space occupied as 73c-g, but ornamented by a rope moulding at the top, and has an adjustable book rest on top. This rest is held at any angle by a self-acting ratchet, and furnishes an admirable holder for the dictionary, atlas, or other reference books. This is one of the handsomest cases in the list. Made in antique oak, natural cherry, imitation mahogany, and walnut.

**PRICES.**

|              |                 |       |                |
|--------------|-----------------|-------|----------------|
| <b>73g2.</b> | 2 sections high | . . . | <b>\$14.00</b> |
| <b>73g3.</b> | 3 " "           | . . . | <b>16.00</b>   |

With brass rods in place of vertical wood strips, these are \$1.00 additional.

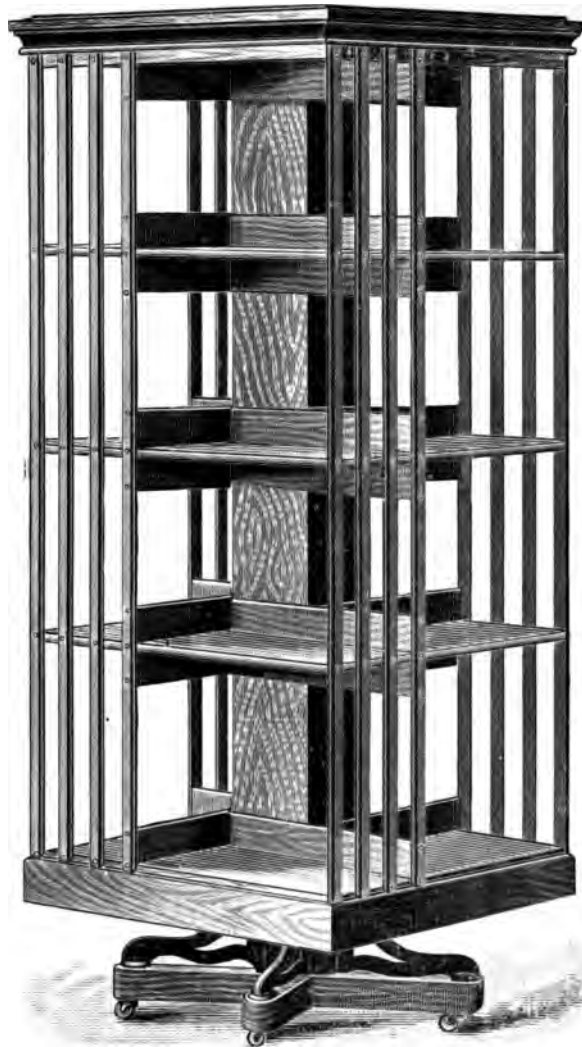


**73c-3. Open Deck Danner Revolving Bookcase.** More elaborate finish than 73c, but same form and size. A very handsome case; has rope moulding at the top and base, and carved corners. The finest finish and most elaborate pattern made.

**PRICE**

**73c-3.** 2 sections, and book-shelf . . . **\$18.00**





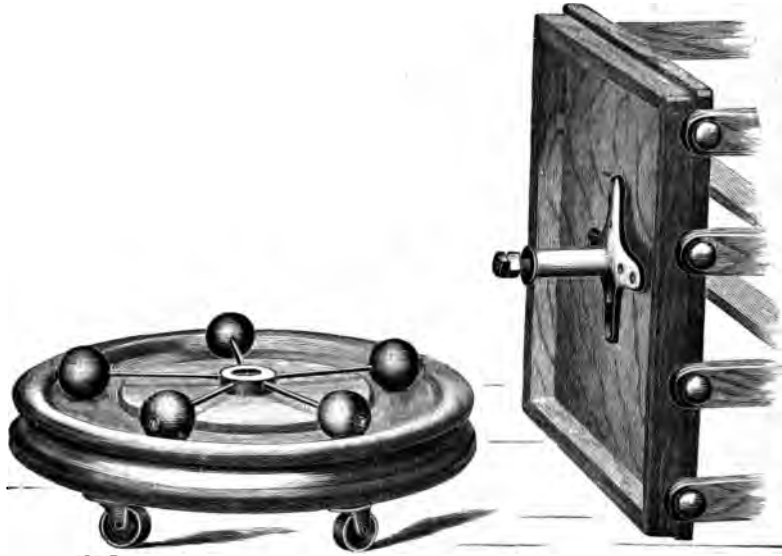
**73h-k. Standard Danner Revolving Bookcases.** The most widely used pattern, costing less in proportion to capacity than any other case. 24 in. square; each section has 56 in. of shelving. The bottom section is 12, the others 10 in. high. Made in antique oak, natural cherry, and walnut.

|             |                                        |                |
|-------------|----------------------------------------|----------------|
| <b>73h.</b> | 2 sections high, 112 inches shelving . | <b>\$16.00</b> |
| <b>73i.</b> | 3 " " 168 " " .                        | <b>18.00</b>   |
| <b>73j.</b> | 4 " " 224 " " .                        | <b>20.00</b>   |
| <b>73k.</b> | 5 " " 280 " " .                        | <b>22.00</b>   |

**73k6.** This is an extra large case, of the same general style as the Standard. It has 5 tiers or sections; is 30 in. square, and 5 ft. 9 in. high; the shelves are 8½ in. wide, and 21 in. long. The lower section is 12 in. high; all sections above, 10½ in. high, the whole case gives 35 ft. of shelving. Made in antique oak, imitation mahogany, and walnut. Price . . . . . **\$27.00**

Full catalog of 40 different patterns on application.

**Sargent Rotary Bookcases.** The claim for these is that the rotary movement being obtained at the bottom of the case, there is no upright to warp and throw out of plumb, and thus revolve unevenly.



The cut shows the ball-bearing turn-table which carries the weight, these balls being connected by rotary axles. These cases are very finely finished, made of carefully selected stock, and avoid the somewhat ungraceful feet of the Danner, the rotary table being a finished piece of work not incongruous with the case. Special catalog on application. Cases are furnished in antique oak, walnut and birch, finished in imitation of mahogany.



**73s2. Rotary Bookcase.**

Has four shelves,  $17\frac{1}{2}$  in. long, giving 5 feet 8 in. of shelving. These are the depth and height to accommodate books of the size of the "Encyclopedia Britannica." Absolutely no waste of space.

Size,  $17\frac{1}{2}$  in. square; height, 31 in.; shelves for two tiers of books on each side; size of shelves, 17 in. long by  $8\frac{1}{4}$  in. deep; height of sections: lower,  $11\frac{3}{4}$  in.; upper, 11 in.

**PRICE**

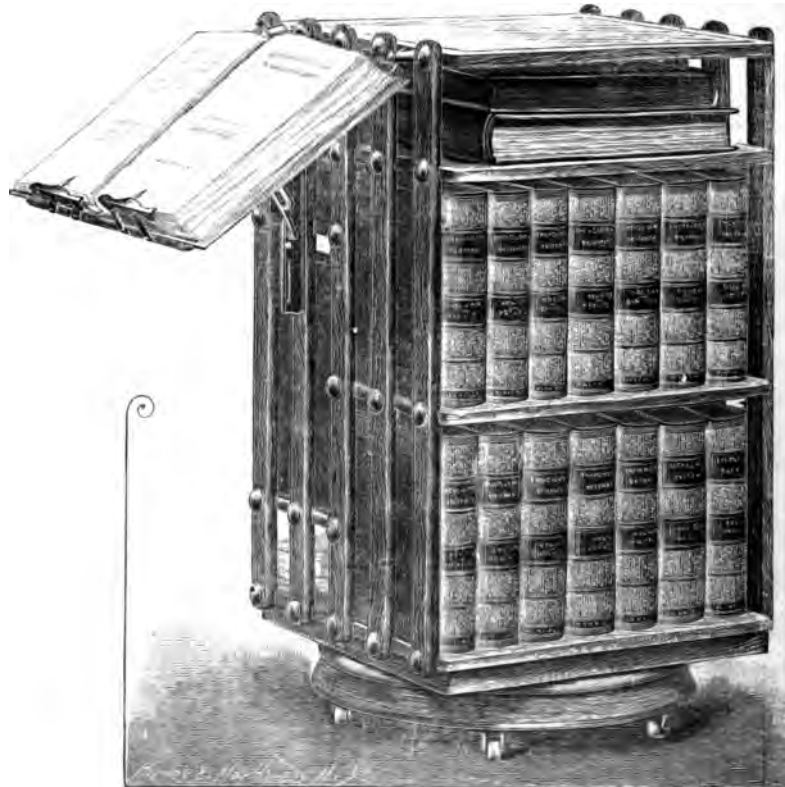
|                                        |                |
|----------------------------------------|----------------|
| <b>73s2. Rotary Bookcase</b>           | <b>\$10.00</b> |
| With adjustable shelf, shown on p. 140 | <b>13.50</b>   |



**73s3. Rotary Bookcase.** Same as 73s2, except one section taller. Hight of case, 43 in.; total shelving space, 8 ft. 6 in. This is the most satisfactory low-priced pattern.

**PRICE**

**73s3.** Rotary Bookcase . . . **\$12.50**  
With adjustable shelf . . . **16.00**



Cut of **73s4.** (See next page.)

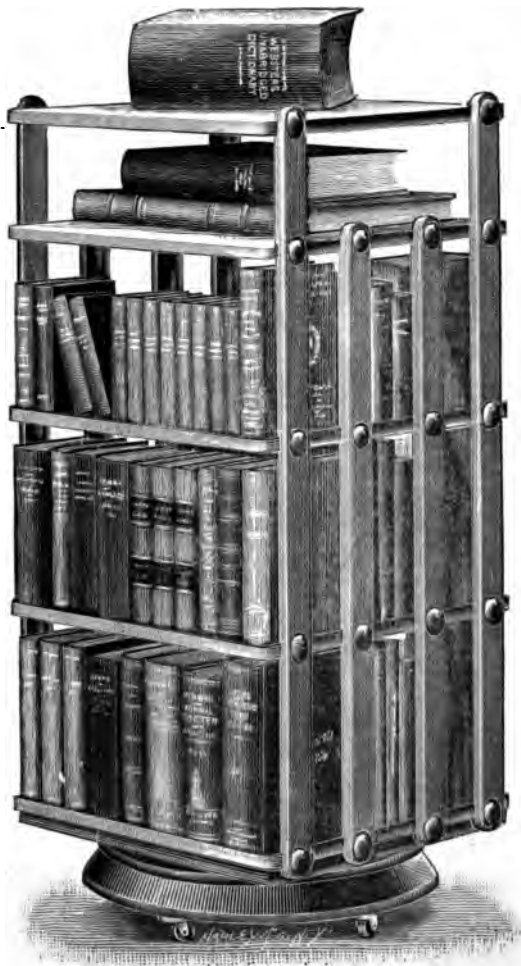
**73s4. Rotary Bookcase.** Larger diameter than 73s3. Has nine shelves; four are the full width of the case (20 in.), four short shelves between the backs of the long ones, and one open-top shelf for extra large books. Total length of shelving, eight feet.

Size, 20x20 in.; height, 36 in.; front shelves,  $19\frac{1}{2}$  x  $7\frac{1}{2}$  in.; side shelves, 4 in.; height of sections: lower,  $11\frac{1}{4}$  in.; upper,  $10\frac{3}{4}$  in.; height of atlas space, 6 in.

**PRICE**

|                                                 |                |
|-------------------------------------------------|----------------|
| 73s3. Oak, walnut, or cherry, . . . . .         | <b>\$15.00</b> |
| With adjustable shelf (shown in cut), . . . . . | <b>18.50</b>   |

**Adjustable Shelf Attachment.** (Shown in connection with 73s4, p. 140.) May be applied to all 77s cases. The shelf is adjustable to any angle, and forms a reading easel, writing desk, or level extension of the bookcase top. It is so arranged as not to interfere with the removal of the books from the shelves. This shelf is furnished for any case at an additional cost of \$3.50.



**73s5. Rotary Bookcase.** Precisely the same in every respect as 73s4, excepting that it is one section higher, giving 12 ft. of shelving. Size, 20x20 in.; height, 48 in.; height of sections: lower,  $11\frac{3}{4}$ , middle,  $10\frac{3}{4}$ , upper, 10, atlas, 6 in.

|                                  |                |
|----------------------------------|----------------|
| Price, . . . . .                 | <b>\$17.50</b> |
| With adjustable shelf, . . . . . | <b>21.00</b>   |

|                        |         |
|------------------------|---------|
| Price,                 | \$22.00 |
| With adjustable shelf, | 25.50   |

**73s9. Rotary Bookcase.** Constructed to accommodate the six volumes of the "Century Dictionary" — one on each of the shelves between the panels on the sides. All the other shelves are adjustable. Very handsome in design and finish.



Size, 24 x 24 in. ; hight, 53 in. ; hight from lower shelf to under side of top, 43 in. ; length of shelves,  $20\frac{1}{2}$  in. ; depth, 9 in. ; width of "Century Dictionary" shelves,  $3\frac{1}{4}$  in. ; hight,  $13\frac{3}{4}$  in.

**73s9. Rotary Bookcase,** . . . . . **\$30.00**  
With adjustable shelf, . . . . . **33.50**

**73s10.** Same as 73s9 except one shelf taller, giving total hight of 60 in., and enough larger diameter to give increased length of shelves, making a total shelving space of 23 feet.

**73s10. Rotary Bookcase,** . . . . . **\$35.00**  
With adjustable shelf, . . . . . **38.50**

**L. B. Reading-Room Tables.** We recommend these as the best, strongest, and most satisfactory standard patterns for reading-rooms and libraries. All the details have been most carefully studied to obtain a maximum of utility at a minimum of expense. While we have every facility for making any design or variation to order, we commend these as meeting all requirements, and to be had at less expense, and without the delay of making to order. The regular tables are fitted with slides on either side, nearly doubling the available space, when needed. For the reader this added space is much more convenient at his side than in front. The "L. B." has been found the most convenient size ; certainly, no larger can be recommended. They seat four easily and can accommodate six. We strongly urge tables not larger than those on our list.

Many libraries make the mistake of having one or two large tables for their reading-room in place of six or eight small ones. This plan may mean pleasure for a large family or economy for a boarding-house, but is not wise for the library. The student will rarely enjoy his studies with his work inspected by the curious, or his attention distracted by others in close proximity.

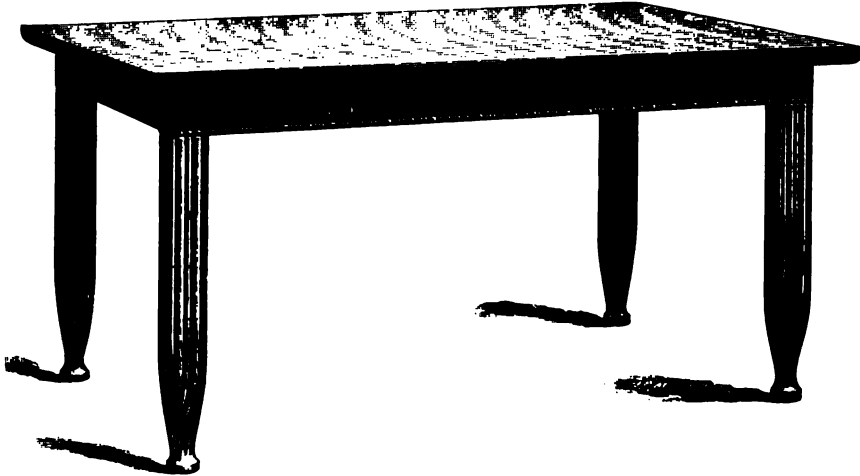
Small tables, too, can be arranged to suit convenience of space, and will accommodate more people for the space occupied than the same surface in a large one. The slightly added expense is more than compensated for by the gain in convenience and comfort to readers.



**750-p. L. B. Reading-Room Tables.** These were designed by a leading New York architect for Columbia College Library, New York, and have been adopted by many others. They present a somewhat massive appearance, are very strongly built, and are guaranteed not to warp or split.

**750.** Price: size 150x100x80 cm. (60x40x32 in.) **\$25.00.**

**75p.** Same without slides, **\$20.00.**



**75q-r. L. B. Reading-Room Tables.** Recently designed by the Bureau for the Mercantile Library, New York. An exceedingly graceful table; so constructed as to do without the stretchers of 750 with safety.

**75q.** Price: size 160x90x80 cm. (60x36x32 in.) **\$25.00.**

**75r.** Same without slides, **\$20.00.**

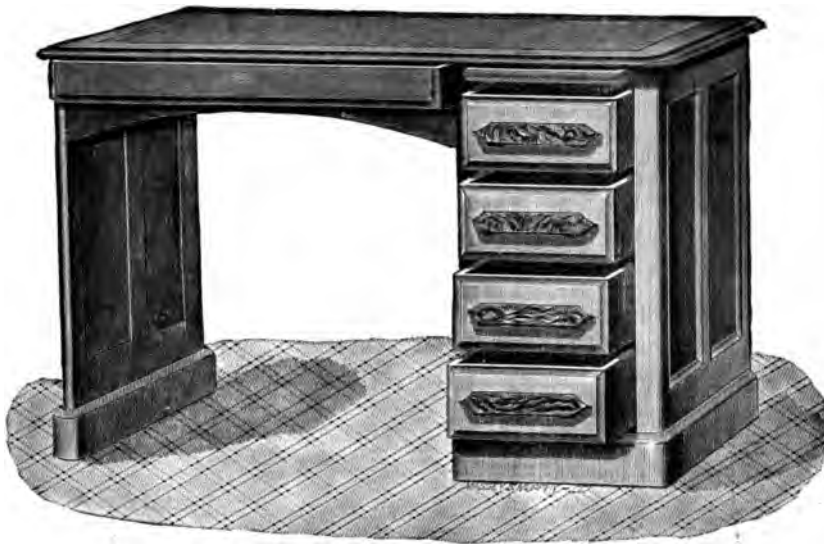
Special price for large number of tables in one order.





**76a. L. B. Study Table.** Most library tables have interior fittings suited only to commercial uses. The L. B. is made solely for literary workers, giving widely different details, that increase its value tenfold in use. It is of the best material, workmanship, finish, pattern, and size of the best and most widely selling library table made. It is larger; drawers run back farther, giving one fourth extra capacity; it has reversible slides, which double the surface of the table-top when wanted, without taking any room, and are upholstered on one side for books and papers, and finished on the other for cutting or pasting. The L. B. safety device is put on all drawers, so that they are never accidentally thrown on the floor, and still can be readily removed if wished. The height, width, and depth of drawers, position and size of compartments, and every detail of construction have been carefully studied, and the result is the most useful library table made. The chief feature is the 144 adjustable partitions, which enable one, without tools, to make compartments running either way of any of the nine drawers, firm, strong, and of various sizes. The two upper drawers, on each side, fit No. 33 catalog cards, postal cards, and No. 5 envelopes on edge. The third, billet size, bank envelopes, and commercial note paper, and the bottom drawers take on edge all ordinary pamphlets. The center drawer has separate boxes for all denominations of p. o. stamps, rubber bands, pins, and all the little losables about a desk, with compartments for letter sheets, flatwise.

In oak, walnut, or cherry, all drawers self-locking. Size of table, 135 x 75 cm (54 x 30 in.); height, 80 cm (31½ in.). Price, best billiard cloth or polished wood top, \$32.50.



**76b. L. B. Study Table.** Five drawer. Similar to 76a in arrangement, and of the same superior workmanship and finish. Size, 120 x 75 cm (48 x 30 in.). Price, 76b, billiard cloth or polished wood top, \$27.00.



**76c. L. B. Study Table.** Extra large. A splendid extra large office desk, with all the features of 76a. Top is one half larger. Drawers are same depth as 76a, but wider and longer. Preëminently the richest and most convenient flat-top desk made for public offices. The cut shows exterior details only, being taken from a desk two thirds the size. One who has room for a large desk, and wishes "the best," will be fully satisfied with this extra large L. B. Table. Heavily paneled sides and ends add greatly to appearance. Not kept in stock, but made promptly to order in any wood. Polished wood top or upholstered with billiard cloth. Size, 150 x 100 x 80 cm high (60 x 40 x 31.5 in.). Price, \$50.00.

**77. Library, Study, and Reading-Room Chairs.** The styles below, selected from a great variety of patterns, most completely meet the needs of libraries. Personal comfort, while sitting at a desk or reading-table, depends in large measure on the chair. Desk-chairs have low braces instead of arms, as this construction allows the chair to be brought nearer the desk, also to be slid under it when not occupied. Reading-chairs have arms. Swivel chairs are adjustable to any height by revolving, and save carpets, floor, and strength, because the twisting motion, in drawing up to the desk or leaving it, is transferred from the feet and floor to the pivot screw. Spring chairs rock on heavy springs, allowing one to adjust the slope of the seat or to gratify the common inclination to tilt back or rock.

All swivel and spring chairs are furnished with patent double casters, without extra charge.

In public reading-rooms, chairs with four legs, like the dining-room chair, are generally used, chiefly because less expensive than those with swivel and spring. For this purpose No. 77a, and the bent wood chairs are the favorites. Special catalog sent on application.



Walnut, cherry, ash, or oak.

**77a. Full Arm Reading - Chair.**

With full length arm and seat, making it very roomy and comfortable, and specially adapted to libraries and fine offices. Walnut, cherry, ash, or oak. For reading-rooms, where a large, substantial chair is wanted, at low price, this chair, with straight legs, which does not revolve or tilt, is usually adopted.

**PRICES**

**77a1.** Finely upholstered in leather, patent casters . \$18.00

**77a2.** Cane seat, 10.00

**77a4.** Cane seat, dining chair . 4.50



**77b. Half Arm Reading-Chair.** 77a slightly smaller and lighter, and with half arms only, but of the same high grade of material and finish. Walnut, cherry, ash, or oak.

**PRICES**

1. Swivel and spring, upholstered in leather . . . . . **\$15.00**
2. Swivel and spring, cane seat . . . . . **9.50**
4. Straight leg dining chair, cane seat . . . . . **4.00**

**77c. Desk Chair.**  
With braces, but no arms.  
One of the best desk chairs made. Ash, cherry, oak, or walnut.

**PRICES**

- 77c 1. Swivel and spring, upholstered in leather . . . . . **\$10.50**
2. Swivel and spring, cane seat . . . . . **7.50**
4. Straight legs . . . . . **3.50**





77d1.



77d2.

**77d. Half Arm Reading and Office Chairs.** These are lighter and more graceful than 77b. A very handsome chair, with swivel and spring, and fitted with patent casters. Made in oak, walnut, or cherry.

**PRICES**

|              |                     |               |
|--------------|---------------------|---------------|
| <b>77d1.</b> | Cane back . . . . . | <b>\$8.50</b> |
| <b>77d2.</b> | Slat back . . . . . | <b>8.50</b>   |

**Bent Wood Chairs.** For all purposes, the following light, strong, and handsome chairs are rapidly growing in favor, perhaps nowhere more than in reading-rooms and libraries. So light, a child handles them easily; so strong, they are never broken. They are almost noiseless, — with the patent L. B. rubber tips inserted, absolutely so,—a very important consideration. Handsomer and more durable than the heavy, clumsy patterns often made from architects' designs at large expense "to match;" these match any forms readily. Among the prominent libraries using them are the Pratt Institute, Brooklyn, N. Y.; Columbia College Library, N. Y.; Osterhout Free Lib., Wilkes Barre, Pa.; P. L., Quincy, Ill.; P. L., Salem, Mass.; Howard Memorial Lib., New Orleans; Belfast Free Lib., Belfast, Me.; Passaic Library and Reading-room, Passaic, N. J.; P. L., Melrose, Mass., and many others. Made by the famous Heywood Bros. & Co., Chair Manufacturers, they are fully equal to the imported, and at lower prices. We most cordially commend them as the best reading-room chairs. Oak, natural or antique, cherry, or walnut. Special terms will be made on large quantities.



77g1.

77g2.



77g3.

77g4.

**PRICES**

77g1. No Arm Reading-room Chair, **\$8.00** 77g3. Swivel and Spring Desk Chair, **\$5.00**  
 77g2. Arms and Large Seat, . . . **4.00** 77g4. " Large Seat Arm " **6.00**  
 Upholstered in leather, \$4.00 extra. Plain open back instead of cane, cost 50c. each less.



77h1.



77h2.



77h3.



77h4.

PRICES

- 77h1. No Arm Reading-room Chairs, \$3.00 77h3. Swivel and Spring Desk Chair, \$5.00  
 77h2. Arms and Large Seats, . . 4.00 77h4. " Large Seat Arm " 6.00  
 All Swivel and Spring Chairs are fitted with patent casters, without extra charge.



77k2.

**77k. Bent Wood Chairs.** Cheaper forms than 77g-h. Equally strong, but have straight slat backs instead of the bent wood.

**PRICES**

|       |                             |        |
|-------|-----------------------------|--------|
| 77k1. | No Arm R. R. Chair, . .     | \$2.00 |
| 77k2. | Arms " . . .                | 8.50   |
| 77k3. | Swivel and Spring, . . .    | 4.00   |
| 77k4. | Arms, Swivel, and Spring, . | 6.00   |

**77p. Square Bent Wood Chairs.** A new pattern; very handsome; heavier than 77g. Well adapted for office use, or to complete the fittings of an elegant private library.

**PRICES**

|       |                                               |        |
|-------|-----------------------------------------------|--------|
| 77p1. | No Arm R. R. Chair, . .                       | \$4.50 |
| 77p2. | With Arms, Large Seat, .                      | 8.00   |
| 77p3. | Swivel and Spring, No Arms, . . . . .         | 7.50   |
| 77p4. | Arms, Swivel, and Spring, Large Seat, . . . . | 10.00  |

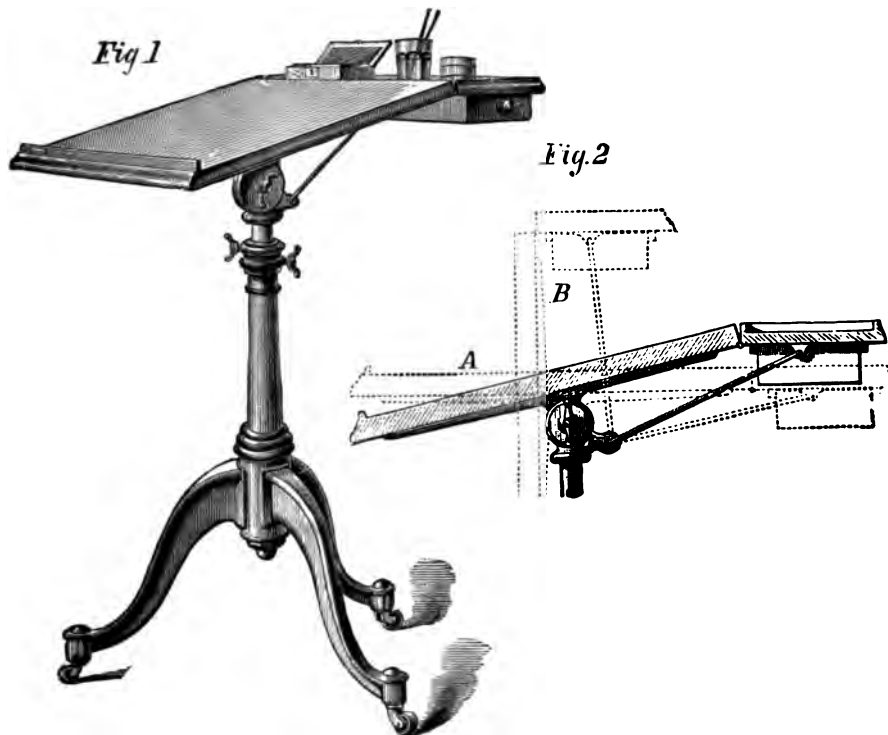


77p1.



77p4.





**78a. Adjustable Drawing Stand.** A table for drawing or writing, a stand for holding large books or portfolios of engravings for consultation, and an artist's easel. Hinged to the upper side is a shelf 18 cm (7 in.) wide, with safety ledge, for holding a lamp, inkstand, writing materials, drawing instruments, or artist's brushes and apparatus. Under this shelf are drawers for working materials. An ingenious mechanism keeps this shelf always horizontal, steady, and safe, whatever the changes in the slope of the desk itself. The dotted lines show the table horizontal at A, or vertical at B. When nearly vertical it occupies little space, and forms a perfect easel. For this, a neat artist's attachment, not shown in the cut, is furnished (\$1.50) for holding the picture, and the adjustments are so simple that a mere touch is sufficient to effect a change in the light which falls on the work. The standard is hollow, with a leg running in it, thus securing a third variation in height, so that the top can be at any point from 30 to 44 in. high, to use either sitting or standing. The whole weighs 55 lbs., and carries a drawing-board 26 in. square. An extension wheel to adjust and clamp in any position, \$1.00 extra. Made in oak, natural and antique, walnut, and cherry, fitted with casters.

- |    |                                                                                                        |                |
|----|--------------------------------------------------------------------------------------------------------|----------------|
| 1. | 22 x 26 in., instrument shelf, 7 x 26 in. . . . .                                                      | <b>\$10.00</b> |
| 2. | For counting-rooms, architects, etc., same as No. 1, with two instrument drawers, on casters . . . . . | <b>12.00</b>   |
| 3. | Same as No. 2, selected material, polished, castings bronzed and ornamented . . . . .                  | <b>15.00</b>   |
| 4. | Engraving stand of fine mechanism and finish . . . . .                                                 | <b>20.00</b>   |

**79a. Folding Steps.** One often has to deal with shelving already built beyond reach. The ordinary step-ladder is forever in the way, and causes falls and minor injuries. Something of the kind is necessary, often up to 90 cm. The best patterns which we have been able to devise or find are the Folding Library Steps, given below.



OPEN.

| HEIGHT |        | PRICE |        |
|--------|--------|-------|--------|
| 60 cm  | 24 in. | -     | \$3.50 |
| 70 "   | 28 "   | -     | 3.75   |
| 80 "   | 32 "   | -     | 4.00   |
| 90 "   | 36 "   | -     | 4.50   |



CLOSED.

The steps are folded in at a touch, making a strong stool, take little space, useful for a seat or table, and can be easily carried.



**81. Hectographs.** A simple method of making up to 100 copies of any matter, such as mss, drawings, plans, etc., from one original writing. No press, roller, pad, stencil, or prepared paper. The complete apparatus is a Hektograf, Ink, and a Sponge.

**PRICES**

| Size.        | No.        | Thin.  | No.        | Thick. |
|--------------|------------|--------|------------|--------|
| Postal Card, | <i>a</i> , | \$1.00 | <i>i</i> , | \$2.00 |
| Note,        | <i>b</i> , | 2.00   | <i>j</i> , | 4.00   |
| Letter,      | <i>c</i> , | 3.50   | <i>k</i> , | 6.00   |
| Cap,         | <i>d</i> , | 5.00   | <i>l</i> , | 8.00   |

**81m. Mimeograph.** Libraries find many uses for a good duplicating process in printing lists of duplicates, notices, bulletins, and brief finding lists. Beside saving in printers' bills, it gives matter an autographic character not obtainable from type.



Various instruments for the purpose of duplicating have been placed before the public, one or two only of which have contained points of merit distinguishing them from the many which have proved to be practically useless when not in the hands of an expert.

The Edison Mimeograph reproduces autographic writing, sketches of all kinds, architectural drawings music, etc., in almost unlimited numbers from an original, which is made by the operator as easily as one would write or sketch with a lead pencil.

Beside this, its use has been extended to cover the ordinary type-writer work, such as the Remington, Caligraph, Hammond, and Crandall produce, the stencils being prepared on the machine. From them 1,200 to 1,500 copies can be taken, which it is practically impossible to distinguish from an original.

The following cuts and notes show how simple a process it is:—



The writing is done with a stylus in the same free-hand manner as with a lead pencil. The stencil is made by the rough surface beneath the prepared sheet.

After the stencil is completed it is placed in the printing frame, in which it is held taut, and in position for rapid printing.

A sheet or card, on which the printing is to be done, is placed



beneath the printing frames, and the inked roller passed over the stencil sheet, exactly reproducing the matter written. This can be repeated 1,000 or more times with satisfactory results.

Each outfit is complete with one quire of stencil paper, one tube of black ink, stylus, blotters, etc., and is packed in a handsome hardwood case.



#### PRICE LIST

|              |                    |              |                    |       |                |
|--------------|--------------------|--------------|--------------------|-------|----------------|
| <b>81m0.</b> | With Writing Plate | 1½ in. wide, | prints 6 x 8 in.   | . . . | <b>\$12.00</b> |
| <b>81m2.</b> | "                  | "            | 1½ " " " 9 x 12 "  | . . . | <b>15.00</b>   |
| <b>81m3.</b> | "                  | "            | 1½ " " " 11 x 16 " | . . . | <b>20.00</b>   |
| <b>81m4.</b> | "                  | "            | 3 " " " 6 x 8 "    | . . . | <b>14.00</b>   |
| <b>81m5.</b> | "                  | "            | 3 " " " 9 x 12 "   | . . . | <b>17.50</b>   |
| <b>81m6.</b> | "                  | "            | 3 " " " 11 x 16 "  | . . . | <b>23.00.</b>  |

No. **81m5** is more widely used than any other outfit. It takes the most used standard sizes, and the extra width writing plate is worth more than the added cost in convenience.

**Manifolding Typewriting.** This process differs from the one just described only in making the stencil. A sheet of specially prepared stencil paper is used, back of which is placed a perforating silk, and both inserted in a typewriter, and written upon in the usual way, except that no ribbon whatever is used. The stencil is made by striking the type against the stencil sheet, thereby driving the wax coating into the perforating silk. When written, it is used on the printing frame in the same way as indicated above.

**81m7. Mimeograph.** For typewriter duplicating ONLY, for use on the Caligraph, Hammond, Remington, and New Model Crandall Typewriters, prints 8 x 12 in. Complete with one quire of stencil paper, one tube of either black, blue, purple, or green ink (purple ink will be sent unless otherwise ordered), 2 doz. large blotters, perforating silk, etc., **\$12.00.**

**81n. Typewriter Attachments.** These are supplementary to the regular outfits 81m, completing them for typewriter use.

#### PRICE OF TYPEWRITER ATTACHMENTS

|              |                                         |       |               |
|--------------|-----------------------------------------|-------|---------------|
| <b>81n1.</b> | Typewriter attachment for Nos. m0 or m3 | . . . | <b>\$4.00</b> |
| <b>81n2.</b> | " " " Nos. m1 or m4                     | . . . | <b>5.00</b>   |
| <b>81n3.</b> | " " " Nos. m2 or m5                     | . . . | <b>6.50</b>   |

**85a. Waterman's Ideal Fountain Pen.** This pen holder consists of four (4) pieces of hard rubber, as shown in Fig. 4.



The handle is the reservoir for the ink, and is made in two pieces — the point section, *C*, and the barrel, *D*, with a screw-joint so that it can be opened and filled without inking the fingers.

The pen, *A*, is held in the point section, *C*, by the feed-bar, *B*, which also carries the ink from the reservoir to the pen.

The fourth piece is the cap, *E*, which covers the pen, protects it from injury, and keeps the ink from drying when the pen is not in use.

It is the simplest, cleanest, readiest, and most easily managed of all fountain pens.

There are no air-valves or complicated machinery, consequently nothing to get out of order, be adjusted, or regulated.

When the cap is removed the pen is ready for use, and when the writing is done and the cap replaced, the pen is ready for the pocket.

It writes, according to the size of the holder, from 10 to 25 hours continuously, with one filling; and any desired kind, color, or quality of fluid ink can be used.

Gold pens of the ordinary forms are used, and your favorite pen can be fitted.

The hard rubber is incorrodible, and with a gold pen there is nothing that can be affected by the ink, hence unless accidentally injured will last a lifetime. They can be filled and left for months without being used, and when opened the ink will flow as readily as if just filled.

*With each pen is given a certificate which warrants the holder unconditionally, and guarantees it to give satisfaction on thirty days' trial, or the money will be refunded.*

In ordering state whether a long or short nib, with coarse or fine point, and a rigid or elastic pen is wanted, or send steel pen used.

**No. 3.** The smallest size is  $5\frac{1}{4}$  inches long and  $\frac{5}{16}$  of an inch in diameter. \$3.50.

**No. 4.**  $5\frac{3}{8}$  inches long and  $\frac{3}{8}$  of an inch in diameter; is the most popular and convenient pen. \$4.00.

**No. 5.**  $5\frac{1}{2}$  inches long and  $\frac{7}{16}$  of an inch in diameter. \$5.00.

**No. 5½.**  $6\frac{1}{4}$  inches long and  $\frac{7}{16}$  of an inch in diameter. \$5.50.

Address all Orders to the Library Bureau.

## What users of Ideal Fountain Pens say.

---

From Rev. CHAS. S. STODDARD, D. D., *N. Y. Observer*.

"We have used the Waterman Ideal Pen in writing letters, accounts, and articles, and find it clean, trustworthy, and a most serviceable friend. It is the best thing of the kind, and we have used them all."

From HENRY LABOURCHERE, M. P., Editor *London Truth*.

"I have now written almost exclusively with them for a month, and I find them better than any that I have come across here. The ink flows freely, and they are so well put together that they do not dirty the fingers."

From FREDERIC A. WHITING, Editor *The Courant*, Wellesley, Mass.

"The ink flows as reliably as Tennyson's brook, which, everybody knows, 'goes on forever.' You do not have to shake the Pen, or address any concentrated remarks to it. If you are ready, the Ideal Pen is, every time."

From Prof. J. K. REES, Columbia College Observatory, New York.

"After trying many different forms of pens for chronographic work, I have found that your Fountain Pen gives the greatest satisfaction."

From Rev. GEO. F. PENTECOST, D. D., Brooklyn, N. Y.

"I have used your Ideal Pen, as you know, from the very first. I have tried almost if not quite all on the market, and my judgment is that it is out of the reach of comparison with any other. I have four of them in constant use."

From NOAH BROOKS, Editor *Newark Daily Advertiser*, Newark, N. J.

"A year's assiduous work with the pen, testing it in *various ways*, has proved to me that your 'Ideal' is the only perfect instrument of the kind."

From Rev. THOMAS K. BEECHER, D. D., Elmira, N. Y.

"I have been a user of fountain pens for thirty-five years, having purchased nearly every style that has been put upon the market. I find the Waterman Ideal Pen the very best of them all. Nothing can surpass its honest excellence, unless it be the cheerful determination of the company to make every pen suit its purchaser, however exacting he may be."

### DICTIONARY HOLDERS

These ingenious machines have been before the public only a few years, but are found to answer so universal a want that they are now considered an indispensable accompaniment to a dictionary. A dictionary without a holder is a hidden treasure. The dictionary, to be of service, must be used; to be used it must be at hand when wanted, and to be at hand when wanted it must be in a holder ready for reference. Children and grown people use a dictionary if it is in a holder, when they would not go to a bookcase for it. The holder is worth its cost for the preservation it affords. The great and costly book does not get racked, soiled, spoiled, or used as a footstool. Open it, and it remains open; close it, and it remains closed. If at your side when reading, the task of looking up new words is not deferred and then forgotten, but done instantly and easily. A thousand dictionaries in out-of-the-way places do not instruct, while a single dictionary mounted in a holder might serve thousands. In fact, the holder is the great helper of the great lexicons, and in making these stores of learning available is second in importance only to the lexicons themselves.

**86a. The Wire Dictionary Holder.** A light, handy stand, making a permanent receptacle for the dictionary, while the racks on the sides furnish convenient holders for papers, magazines, books, etc. Neither the covers nor the book can be injured by the holder.



**86a2.** Wire Dictionary Holder, white finish, tilting top, **\$3.00**  
**86a3.** “ “ “ “ “ level top, **2.50**



**86b. Adjustable Book Holder.** Can be fitted to any book, and is especially adapted to dictionaries and folios. It is adjustable to any height or angle, and the book revolves without moving the base.

Price, **\$5.00.**



**86d2.** Dictionary Holder, with Casters. Price, \$5.00.



**86d3.** With Side Shelf. Price, \$6.50.



**86d4.** With Revolving Side Shelf. Price, \$6.75.



**86d5.** With Central Revolving Shelf. Price, \$6.75.





**86d6.** With Revolving Shelf and Book Supports. Price, \$7.50.



**86d7.** With Revolving Bookcase. Price, \$9.00.



**86d8.** With Revolving Shelf and Book-Rest Attachment. Price, \$9.50.



**98d6.** With 2 section Revolving Bookcase. Price, \$13.00.

**86e. Atlas Stand.**

Made for holding an atlas or large folios when open, at any desired angle, and when closed, protects from injury and keeps the book in good form.

Walnut, oak, or cherry.

Price, \$6.00.



**86e2. Reading Stand.** A combination of the Chair Reading Rest and revolving side shelf upon the tripod of an 86d1 Dictionary Holder. It gives adjustable height and angle, and on casters it can be slid about the room, alongside the chair or lounge, allowing a greater variety of positions to the user than is possible with the chair rest. Walnut, oak, or cherry. Price, \$7.00.



**86f. Perfection Book Rest.**

Adjustable to any incline. From the top of the rod, fastened to the chair arm, extends a jointed lever by means of which the position of the book can be arranged to suit the convenience of the reader.

The top can be used as a writing desk, and a drawer holds writing materials.

**PRICES**

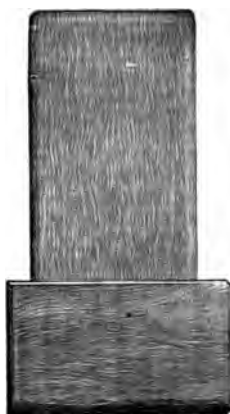
|              |                                           |               |
|--------------|-------------------------------------------|---------------|
| <b>86f1.</b> | Plain oak, walnut,<br>or cherry, . . .    | <b>\$3.50</b> |
| <b>86f2.</b> | Billiard cloth top, .                     | <b>4.00</b>   |
| <b>86f3.</b> | Plain black walnut,<br>with drawer, . . . | <b>4.50</b>   |
| <b>86f4.</b> | Billiard cloth top,<br>with drawer, . . . | <b>5.00</b>   |



**86h. Perfection Table Rest.** Adjustable to any angle, and revolves at a touch. The base alone is a valuable supplement to 86f. Furnished in walnut, oak, or cherry.

**PRICE**

|             |                        |               |
|-------------|------------------------|---------------|
| <b>86h.</b> | Perfection Table Rest, |               |
|             | Complete, . . . .      | <b>\$2.00</b> |
|             | Base only, . . . .     | <b>.75</b>    |



**86k. Arm Rest.** In writing on the bottom lines of the Accession Book or any account book the writer is compelled to have some support for the arm, or the handwriting becomes cramped and not uniform with the rest of the page. The L. B. Arm Rest overcomes this difficulty, and gives greater ease in writing.

Made in mahogany, handsomely finished. Price, 75c.



**86l. L. B. Ledger Rest.** For holding on the desk, at any angle, large books of record or reference, like the heavy library accession book. An improvement on the form heretofore used

in banks and offices. When not in use it shuts flat, and can be stored between the books.

We make for "cap" books a small size, 40 x 44 cm (16 x 18 in.); for "medium" and "demy" books, 44 x 60 cm (18 x 24 in.); and one for large bank and insurance books, 50 x 75 cm (20 x 30 in.). Oak, walnut, and cherry in stock, and other woods made to order. The Rest saves the books as well as the writer, and is indispensable when once used. Our L. B. is at once handiest, folds more compactly, is handsomest, and for quality, the cheapest.

#### PRICES

|              |                           |   |   |   |               |
|--------------|---------------------------|---|---|---|---------------|
| <b>8611.</b> | 40 x 44 cm. (16 x 18 in.) | . | . | . | <b>\$3.00</b> |
| <b>8612.</b> | 44 x 60 " (18 x 24 in.)   | . | . | . | <b>3.50</b>   |
| <b>8613.</b> | 50 x 75 " (20 x 30 in.)   | . | . | . | <b>4.00</b>   |



**88a. Hammond Card Cataloger.** Preëminently the library typewriter, and the only one thus far invented that writes catalog cards perfectly. For general correspondence, as well as special library work, it gives speed, great perfection of work, ease of manipulation, and simplicity of mechanism. The great importance of having the card catalog written legibly and permanently, to be assured against the possibility of having to incur the great expense of re-writing faded cards, is a growing consideration. The Hammond does its work for all time, produces matter as easily read as printed cards, and gives absolute uniformity in the catalog. The larger the library the more numerous are the employes in the catalog department, and the more confusing to the eye of the reader the eccentricities of their individual handwritings, and the more need of the clear, simple, and uniform characters which the Hammond produces. While libraries possessing old catalogs are adopting typewritten cards, no library starting a new catalog can afford to do without it. Much used in writing shelf lists, intercalation being made with it so readily. We know of no library that has not found it a labor-saver, compensating for its cost many times over. The Hammond gives perfect alignment, absolutely uniform impression and rapidity, has interchangeable types, admits any width of paper, is light and portable. Sent on one month's trial, with privilege of return, to any library wishing to purchase.

The Library Bureau Hammond is provided with a wheel having all the special characters needed in cataloging, as indicated by the Library School Card Catalog Rules, and the key board is correspondingly engraved. While we sell this special machine for library work, it is equally adapted to general correspondence. We solicit orders for this unrivaled labor-saver for other uses.

From W. A. BARDWELL, Acting Librarian Brooklyn Library.

We have used the Hammond Type Writer for 18 months in making our card catalogue, and have found it a very satisfactory instrument, easily kept in repair and at a very slight expense for an occasional new type wheel or fresh ribbon. After some 80,000 cards have been written on our two machines, I do not see but they are as good as new. The points in which I think the Hammond excels are uniformity of impression, the perfection of its alignment, and the arrangement of the type wheel, which allows a fresh alphabet to be substituted at a moment's notice should the one in use become worn or injured. The writing being done on a flat surface instead of a cylinder gives the Hammond a peculiar advantage over other type writers in using the hard material required for library cards.

From FRED. J. SOLDAN, Librarian Peoria Public Library, Peoria, Ill.

I have used the "Hammond" several months, and like it very much. I have used other machines, but none can surpass the "Hammond" in the quality of the work. I think it is the best type writer for library work, if not the only one that will do it well.

From CHARLES H. BURBANK, Librarian Lowell, Mass., City Library.

The Hammond Type Writer has been in constant use in the Lowell City Library for about nine months, and I am perfectly satisfied with its performances. It is employed chiefly in writing catalogue cards, and for that purpose it produces excellent results. Its use was learned with scarcely any instruction, and with very little trouble or time lost in experimenting; and it gives me great pleasure to have the opportunity to recommend it to librarians and all others who desire a type writer which seems as nearly perfect as possible.

From FRANK P. HILL, Librarian Free Public Library, Paterson, N. J.

I have used the Hammond Type Writer for nine (9) months, and am happy to say that for library use it has no equal. For writing upon cards it is the only machine that does the work to my satisfaction. As our card catalogue is used by the public, it is necessary to have neatness and legibility, and these points are secured by the use of the Hammond. Other machines have been tried, but in every instance the best work was done by the Hammond.

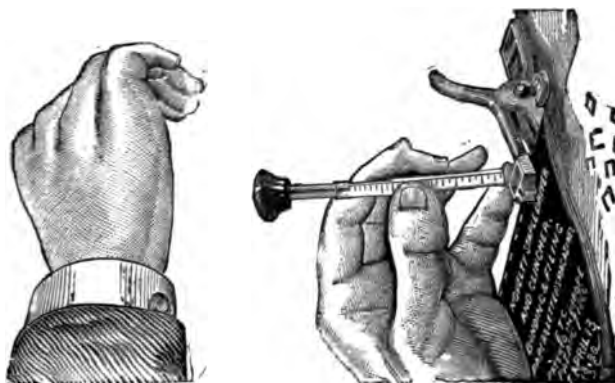
From MELVIL DEWEY, Chief Libn. and Prof. of Library Economy,  
Columbia College Library, New York City.

We have used your type writer for library work for nearly a year, having previously tried some five or six other machines. It has given us better satisfaction than anything else we have yet seen for writing library cards. We find the advantage of writing on a flat surface, instead of a cylinder, very great, as we do the ability to change almost instantly the type wheels.

#### PRICES

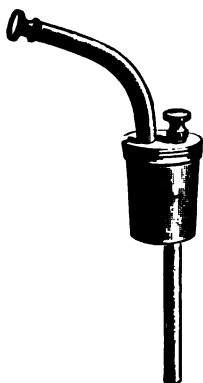
Hammond Card Cataloger (in mahogany, walnut, or oak case), . . . . . \$100.00  
Additional Type Wheels, each, . . . . . 5.00  
Copying Ribbons, black, purple, blue, green, or red, or Non-Copying Ribbons, on spools,  
\$2.00 each. Without spools, \$1.00 less.  
Black Record Ribbon is most used for cards.

**89a. Novelty Paper Fastener.** For fastening legal papers,



filing reports, memoranda, bills of lading, newspapers, etc., binding letters, papers, books, magazines, etc., posting cards, show cards, circulars, price currents, etc. One blow drives and clinches the staple. It does

the work perfectly of a high-priced machine. Besides its use as a paper fastener, it will be found a handy device for fastening tags to trunks, boxes, etc. Its uses about office or home are almost unlimited. It works equally well with paper, cloth, wood, rubber, etc., and so quickly and well as to be often preferred to glue, paste, pins, etc. It is a wonderful little invention, and its own merits have given it a marvelously large sale. Extra staples cost 30c. per 1,000 for  $\frac{1}{8}$ ,  $\frac{1}{4}$ ,  $\frac{3}{8}$ , or  $\frac{1}{2}$  inch. Price, complete, driver, holder, clincher, 500 staples and 100 suspension rings, 50c. Extra suspension rings, 60c. per 1,000.



**Style B.**

Reduced cut. Cork is same size as style A.

**89b. Ink Vents.** This device removes the annoyance and danger of filling inkstands and wells from large bottles; e. g. the cork of the quart bottle is replaced by the Vent. If a nose is cut into the bottle, put a bit of folded paper in it before pressing the Vent cork into place, where it remains till the bottle is empty and the Vent wanted for a new one. Besides the convenience, the saving of a single stain pays many times the trifling cost.

This style is perfectly air tight and admits of pouring into the smallest opening without spilling a drop. The fore-finger pressed over the air vent regulates the flow, so that overflowing, dripping, etc., are entirely avoided. Price, **25c.**

# INDEX

Reference is made both to page and consecutive catalog number. See fifth page of this catalog for tabular view of these numbers.

|                            | No.   | Page.   |                              | No.     | Page.   |
|----------------------------|-------|---------|------------------------------|---------|---------|
| Accession book . . . . .   | 31,   | 80      | Book, supports . . . . .     | 28,     | 72-75   |
| rules, Lib'y school        | 13a,  | 10      | Buffalo . . . . .            | 28e,    | 75      |
| stamp . . . . .            | 26i2, | 70      | Crocker . . . . .            | 28c,    | 74      |
| Acme pocket . . . . .      | 39c1, | 96      | L. B. . . . .                | 28a,    | 73      |
| Adhesive cloth . . . . .   | 39b,  | 96      | tray . . . . .               | 21e,    | 16      |
| paper . . . . .            | 39a,  | 96      | truck . . . . .              | 21a,    | 15      |
| Adjustable book-holder . . | 86b,  | 164     | cheaper . . . .              | 21b,    | 16      |
| chair rest . . . . .       | 86f,  | 168     | Books, Letter-copying . .    | 52,     | 122     |
| drawing stand . . . .      | 78a,  | 158     | Box, Clacher pamphlet . .    | 45a,    | 104     |
| shelf attachment . . .     | 73,   | 145     | L. B. scrap . . . .          | 44a,    | 101     |
| shelf supports . . . .     | 29m,  | 77      | Brace, Book . . . . .        | 28,     | 73      |
| Amberg's letter file . . . | 48z,  | 121     | Bracket step and handle .    | 29a,    | 76      |
| Arabin, Carter's . . . . . | 56,   | 128     | Brass numbers . . . . .      | 38a,    | 95      |
| Arm rest . . . . .         | 86k,  | 160     | Breed's portfolio scrap book | 44b,    | 102     |
| Arrangement cards . . . .  | 33m5, | 88      | Bristol guides . . . . .     | 24f,    | 24 & 64 |
| Athenæum newspaper files   | 46n1, | 107     | Brush erasers . . . . .      | 63a,    | 133     |
| Atlas stand . . . . .      | 86e,  | 167     | Buffalo book supports . .    | 28e,    | 75      |
| Atwater newspaper files .  | 46n8, | 108     | Cabinets, Amberg . . . .     | 48z,    | 121     |
| Author table, Cutter's . . | 13b,  | 11      | Card index . . . . .         | 22,     | 22-65   |
| Bailey copying machine . . | 62a,  | 131     | C. C. . . . .                | 48y,    | 120     |
| Bank-pins . . . . .        | 58c,  | 125     | Desk . . . . .               | 67,     | 136     |
| Bases . . . . .            | 22,   | 48      | Filing . . . . .             | 48x5,   | 117     |
| Bent wood chairs . . . . . | 77,   | 154     | Woodruff file . . . .        | 46x,    | 109     |
| Best book cards . . . . .  | 33m6, | 89      | Call slip trays . . . . .    | 25,     | 65      |
| Bibliography cards . . . . | 33m4, | 88      | Call slips . . . . .         | 34b,    | 90      |
| Binders, Common-sense . .  | 42a,  | 99      | Card cases . . . . .         | 22,     | 21      |
| Emerson . . . . .          | 41,   | 98      | catalog . . . . .            |         | 20      |
| Library . . . . .          | 41,   | 98      | rules . . . . .              | 13a,    | 10      |
| Shelf list . . . . .       | 31i,  | 85      | Eclectic . . . .             | 13e,    | 12      |
| Spring back . . . . .      | 46a,  | 106     | cataloger, Hammond .         | 88a,    | 170     |
| Binding book . . . . .     | 31x,  | 86      | index bases . . . . .        | 22,     | 48      |
| sheet . . . . .            | 35y,  | 92      | . . . . .                    | 22u1,   | 50      |
| slips . . . . .            | 35x,  | 92      | . . . . .                    | 22u2,   | 51      |
| Biography cards . . . . .  | 33m3, | 88      | . . . . .                    | 22u3,   | 52      |
| cross reference . . . .    |       |         | . . . . .                    | 22u4,   | 53      |
| cards . . . . .            | 32m1, | 88      | . . . . .                    | 22u5,   | 54      |
| Blank, Day . . . . .       | 31r,  | 85      | . . . . .                    | 22w1,   | 48      |
| Serial . . . . .           | 31r,  | 85      | . . . . .                    | 22w2,   | 48      |
| Blocks . . . . .           | 24a,  | 24 & 64 | . . . . .                    | 22w3,   | 48      |
| Book, Accession . . . . .  | 31,   | 80      | . . . . .                    | 22w4,   | 48      |
| Binding . . . . .          | 31x,  | 86      | fittings . . . . .           | 24,     | 64      |
| cases, Danner . . . . .    | 73,   | 138     | for letters . . . . .        | 114-115 |         |
| Sargent . . . . .          | 73s,  | 143     | outfits . . . . .            | 22,     | 19-65   |
| Condensed accession .      | 31b,  | 82      | . . . . .                    | 22c1,   | 31      |
| covers . . . . .           | 36e,  | 93      | . . . . .                    | 22c2,   | 31      |
| holder . . . . .           | 86b,  | 164     | . . . . .                    | 22d1,   | 31      |
| L. B. scrap . . . . .      | 44i,  | 100     | . . . . .                    | 22d2,   | 31      |
| number stamp . . . . .     | 26j,  | 70      | . . . . .                    | 22d3,   | 31      |
| Order . . . . .            | 31u,  | 86      | . . . . .                    | 22d4,   | 31      |
| rest . . . . .             | 86f,  | 168     | . . . . .                    | 22d6,   | 31      |



|                                     | No.      | Page    |                                        | No.    | Page    |
|-------------------------------------|----------|---------|----------------------------------------|--------|---------|
| Card index outfits . . . . .        | 22d7,    | 32      | Classification, Decimal . . . . .      | 12,    | 9       |
| . . . . .                           | 22d8,    | 32      | L. B. . . . .                          |        | 5       |
| . . . . .                           | 22e,     | 33      | Perkins . . . . .                      | 13c,   | 11      |
| . . . . .                           | 22f,     | 35      | Clip, Paper . . . . .                  | 64,    | 137     |
| . . . . .                           | 22g,     | 37      | Cloth, Adhesive . . . . .              | 39b,   | 96      |
| . . . . .                           | 22 o,    | 34      | Cole size card . . . . .               | 29s1,  | 78      |
| . . . . .                           | 22p,     | 36      | C. C. cabinets . . . . .               | 48y,   | 120     |
| . . . . .                           | 22q,     | 38      | pamflet cases . . . . .                | 45m-o, | 105     |
| . . . . .                           | 22s1,    | 45      | pockets . . . . .                      | 39e,   | 97      |
| . . . . .                           | 22s2,    | 45      | Common-sense binders . . . . .         | 42a,   | 99      |
| . . . . .                           | 22s3,    | 45      | Common-sense newspaper                 |        |         |
| . . . . .                           | 22s4,    | 45      | holder . . . . .                       | 46n6,  | 107     |
| . . . . .                           | 22x3,    | 39      | Condensed Accession book . . . . .     | 31b,   | 82      |
| . . . . .                           | 22x6,    | 40      | Conductor's punches . . . . .          | 61p,   | 130     |
| . . . . .                           | 22x9,    | 41      | Consultation department . . . . .      |        | 4       |
| . . . . .                           | 22x12,   | 42      | Copying books, Letter . . . . .        | 52,    | 122     |
| . . . . .                           | 22x15,   | 42      | machine . . . . .                      | 62a,   | 131     |
| . . . . .                           | 22x18,   | 43      | press . . . . .                        | 62c,   | 132     |
| . . . . .                           | 22x21,   | 43      | press stand . . . . .                  | 62s,   | 132     |
| . . . . .                           | 22x28,   | 43      | Correspondence index cards . . . . .   |        | 114     |
| . . . . .                           | 22y4,    | 39      | Covers, Book . . . . .                 | 36e,   | 93      |
| . . . . .                           | 22y8,    | 40      | Criticism cards . . . . .              | 33m2,  | 88      |
| . . . . .                           | 22y12,   | 42      | Crocker book brace . . . . .           | 28c,   | 74      |
| users . . . . .                     | 22,      | 55-63   | Cup, Sponge . . . . .                  | 66s,   | 133     |
| pockets . . . . .                   | 39c,     | 96      | Cutter's author table . . . . .        | 13b,   | 11      |
| system . . . . .                    | 22,      | 19-65   | Danner revolving cases . . . . .       | 73,    | 138     |
| tray outfits . . . . .              |          | 31      | Dater, Lever . . . . .                 | 26d4,  | 68      |
| trays . . . . .                     | 23,      | 64      | Pad . . . . .                          | 26g,   | 69      |
| Cards . . . . .                     | 32 & 33, | 27-30   | Pencil . . . . .                       | 26h,   | 69      |
| Catalog . . . . .                   |          |         | Self-inking . . . . .                  | 26e,   | 68      |
| arrangement . . . . .               | 33m5,    | 88      | Dates . . . . .                        | 26a,   | 67      |
| best book . . . . .                 | 33m6,    | 89      | Dating stamps . . . . .                | 26,    | 67      |
| bibliography . . . . .              | 33m4,    | 88      | Day blanks . . . . .                   | 31r,   | 85      |
| biography . . . . .                 | 33m3,    | 88      | Decimal author table . . . . .         | 13b,   | 11      |
| biography cross                     |          |         | classification . . . . .               | 12,    | 9       |
| reference . . . . .                 | 32m1,    | 88      | classification labels                  | 37,    | 93      |
| criticism . . . . .                 | 33m2,    | 88      | num-                                   |        |         |
| removal . . . . .                   | 32m7,    | 89      | bering stamp . . . . .                 | 26i3,  | 70      |
| Charging . . . . .                  | 34a,     | 90      | Desk cabinets . . . . .                | 67,    | 136     |
| Cheaper . . . . .                   | 32-33,   | 87      | chairs . . . . .                       | 77,    | 153     |
| Colored . . . . .                   |          | 28      | outfits . . . . .                      | 22,    | 43      |
| Medium . . . . .                    |          | 29      | pad . . . . .                          | 26n1,  | 71      |
| Plain . . . . .                     |          | 29      | pads . . . . .                         | 64d,   | 133     |
| Stock . . . . .                     |          | 29      | Study . . . . .                        | 76,    | 150     |
| Trade . . . . .                     |          | 30      | Dewey Decimal classification . . . . . | 12,    | 9       |
| Carter's inks . . . . .             | 56a,     | 127     | Dictionary holders . . . . .           | 86,    | 163-166 |
| Case, charging . . . . .            | 25,      | 66      | Drawing stand, Adjustable . . . . .    | 78a,   | 158     |
| Cases, Book . . . . .               | 73,      | 138     | Dummies . . . . .                      | 28d,   | 75      |
| C. C. pamflet . . . . .             | 45m-o,   | 105     | Duplicate slip, Sale . . . . .         | 35z,   | 91      |
| Catalog . . . . .                   | 22,      | 22      | Duplicating machines . . . . .         | 81,    | 160     |
| L. B. pamflet . . . . .             | 48,      | 112     | Eclectic card catalog rules . . . . .  | 13e,   | 12      |
| Pigeon-hole . . . . .               | 47,      | 110     | Embossing stamp . . . . .              | 26m,   | 71      |
| Slide . . . . .                     | 22,      | 22 & 39 | Emerson binder . . . . .               | 41,    | 98      |
| Catalog, Card . . . . .             |          | 20      | Employment department . . . . .        |        | 4       |
| rules, Eclectic . . . . .           | 13e,     | 12      | Envelopes . . . . .                    | 54,    | 125     |
| Library School . . . . .            | 13a,     | 10      | Erasers, Brush . . . . .               | 63a,   | 133     |
| Catalogs, Printed library . . . . . |          | 122     | Steel . . . . .                        | 63e,   | 133     |
| Chair reading-rest . . . . .        | 86f,     | 168     | Expansive indexes . . . . .            | 48,    | 112     |
| tips . . . . .                      | 29c,     | 76      | Eye shade . . . . .                    | 69e,   | 137     |
| Chairs, Reading-room . . . . .      | 77,      | 152     | File holder, Woodruff . . . . .        | 46x,   | 108     |
| Charging cards . . . . .            | 34a,     | 90      | Files, Letter . . . . .                | 48,    | 112-121 |
| case . . . . .                      | 25c,     | 66      | Newspaper . . . . .                    | 46n,   | 107     |
| Checking paper . . . . .            | 53,      | 124     | Regent . . . . .                       | 48x,   | 116     |
| Clacher pamflet box . . . . .       | 45a,     | 104     | Filing box . . . . .                   | 48x1,  | 116     |
| Clasps, Spring . . . . .            | 58,      | 129     | Fittings, Card index . . . . .         | 24,    | 64      |

|                                  | No.     | Page.   |                                    | No.      | Page.     |
|----------------------------------|---------|---------|------------------------------------|----------|-----------|
| Folding steps . . . . .          | 79a,    | 159     | journal . . . . .                  | 15b,     | 14        |
| Folio stand . . . . .            | 86e,    | 167     | notes . . . . .                    | 15a,     | 13        |
| Fountain pens . . . . .          | 85a,    | 162     | school accession                   |          |           |
| Gelatine stamp pad . . . . .     | 26n2,   | 71      | rules . . . . .                    | 13a,     | 10        |
| Glass pen cleaner . . . . .      | 69g,    | 137     | school rules . . . . .             | 13a,     | 10        |
| Guard rods . . . . .             | 24i,    | 26 & 65 | school shelf list                  |          |           |
| Guide label ink . . . . .        | 24g,    | 65      | rules . . . . .                    | 13a,     | 10        |
| Guides, Bristol . . . . .        | 24f,    | 24 & 64 | shelving . . . . .                 | 17-18 &  | 77        |
| Printed . . . . .                | 24f,    | 24 & 25 | Linderfelt rules . . . . .         | 13e,     | 12        |
| Zinc . . . . .                   | 24e,    | 26 & 64 | Lock rods . . . . .                | 24i,     | 26 & 65   |
| Gummed labels . . . . .          | 37g,    | 94      | Locking attachment . . . . .       | 24k,     | 26 & 65   |
| Hammond card cataloger . . . . . | 88a,    | 170     | Manifolding . . . . .              | 81m,     | 161       |
| Harvard subject index . . . . .  | 11h,    | 8       | Manilla book covers . . . . .      | 36e,     | 93        |
| Hectographs . . . . .            | 81,     | 159     | pamphlet cases . . . . .           | 45m,     | 105       |
| Holder, Label . . . . .          | 24u,    | 26 & 65 | Manual, Perkin's . . . . .         | 13c,     | 11        |
| Holders, Dictionary . . . . .    | 86,     | 163     | Medium cards . . . . .             |          | 29        |
| Index, Harvard subject . . . . . | 11h,    | 8       | Mimeograph . . . . .               | 81m,     | 160       |
| Relativ . . . . .                | 12,     | 9       | Mucilage, Carter's . . . . .       | 56,      | 128       |
| Indexes, Blank-book . . . . .    |         | 19      | New York shelf list . . . . .      | 31j,     | 85        |
| Expansive . . . . .              | 48,     | 112     | Newspaper files . . . . .          | 46 & 48, | 107 & 113 |
| Indexing department . . . . .    |         | 21      | pins . . . . .                     | 58,      | 129       |
| Ink, Label . . . . .             | 24g,    | 65      | Notes, Library . . . . .           | 15a,     | 13        |
| stamp . . . . .                  | 26n3,   | 71      | Novelty paper fastener . . . . .   | 89a,     | 172       |
| Inkstand, Perfect . . . . .      | 66,     | 134     | Numbering stamp . . . . .          | 261a,    | 69        |
| Ink vent . . . . .               | 89b,    | 172     | Numbers, Brass . . . . .           | 38a,     | 95        |
| Inks, Carter's . . . . .         | 56a,    | 127     | Cutter's author . . . . .          | 13b,     | 11        |
| Journal, Library . . . . .       | 15b,    | 14      | Van Everen . . . . .               | 38b,     | 95        |
| King's pens . . . . .            | 55a,    | 126     | Office chairs . . . . .            | 77,      | 152       |
| Label holder, Shelf . . . . .    | 29u,    | 79      | desks . . . . .                    | 76,      | 150       |
| Label holders . . . . .          | 24u,    | 26 & 65 | Order book . . . . .               | 31u,     | 86        |
| ink . . . . .                    | 24g,    | 65      | sheet . . . . .                    | 35v,     | 93        |
| Labels, Brass . . . . .          | 38a,    | 95      | slips . . . . .                    | 35u,     | 90        |
| Gummed . . . . .                 | 37g,    | 94      | Outfit, Combination . . . . .      | 48y5,    | 120       |
| Printed . . . . .                | 24v,    | 26 & 65 | Outfits, Bases for . . . . .       | 22,      | 48        |
| Printed shelf . . . . .          | 37,     | 93      | Card . . . . .                     | 22,      | 22        |
| Ledger rests . . . . .           | 86l,    | 169     | Card tray . . . . .                |          | 31        |
| Letter copying book . . . . .    | 52,     | 122     | Desk . . . . .                     | 22,      | 43        |
| file, Amberg's . . . . .         | 48z,    | 121     | Safe . . . . .                     | 22s,     | 45        |
| files . . . . .                  | 48,     | 112-121 | Tray . . . . .                     |          | 31        |
| Letters, Brass . . . . .         | 38a,    | 95      | Pad dater . . . . .                | 26g,     | 69        |
| System of filing . . . . .       |         | 114     | Hinged covered . . . . .           | 26n1,    | 71        |
| Lever dater . . . . .            | 26d4,   | 68      | Pads, Desk . . . . .               | 64d,     | 133       |
| self-inker . . . . .             | 26d,    | 67      | Paper . . . . .                    | 53,      | 125       |
| Library binder . . . . .         | 41,     | 98      | Pamphlet box, Clacher . . . . .    | 45a,     | 104       |
| L. B. book support . . . . .     | 28a,    | 73      | cases, C. C. . . . .               | 45m-o,   | 105       |
| tray . . . . .                   | 21e,    | 16      | L. B. . . . .                      | 48,      | 112       |
| truck . . . . .                  | 21a,    | 15-16   | Paper, Adhesive . . . . .          | 39a,     | 96        |
| binding sheet . . . . .          | 35y,    | 92      | blocks . . . . .                   | 53,      | 125       |
| slips . . . . .                  | 35x,    | 92      | Checking . . . . .                 | 53,      | 124       |
| dates . . . . .                  | 26,     | 67      | clip . . . . .                     | 64,      | 137       |
| ledger rest . . . . .            | 86l,    | 169     | fastener, Novelty . . . . .        | 89a,     | 172       |
| order book . . . . .             | 31u,    | 86      | shears . . . . .                   | 61,      | 130       |
| sheet . . . . .                  | 35v,    | 93      | Thesis . . . . .                   | 53,      | 124       |
| slip . . . . .                   | 35u,    | 90      | weight . . . . .                   | 64,      | 137       |
| pamphlet cases . . . . .         | 48,     | 112     | Writing . . . . .                  | 53,      | 123       |
| reading-room tables . . . . .    | 75,     | 149     | Pencil dater . . . . .             | 26h,     | 69        |
| ruling . . . . .                 | 53,     | 124     | sharpener . . . . .                | 69p,     | 137       |
| scrap book . . . . .             | 44i,    | 100     | Pen cleaner, Glass . . . . .       | 69g,     | 137       |
| shelf label holder . . . . .     | 29u,    | 79      | Penholders . . . . .               | 65x,     | 133       |
| slide cases . . . . .            | 29 & 30 |         | Pens, Fountain . . . . .           | 85a,     | 162       |
| steel stack . . . . .            | 21s,    | 17-18   | King's . . . . .                   | 55a,     | 126       |
| study tables . . . . .           | 76,     | 150     | Perfect pencil sharpener . . . . . | 69p,     | 137       |
| Library catalogs . . . . .       |         | 122     | inkstand . . . . .                 | 66,      | 134       |
| chairs . . . . .                 | 77,     | 152     | Perfection book rest . . . . .     | 86f,     | 168       |
| inks . . . . .                   | 56,     | 127     | Periodicals . . . . .              | 15,      | 13-14     |

|                               | No.          | Page.   |                           | No.          | Page. |
|-------------------------------|--------------|---------|---------------------------|--------------|-------|
| Perkin's classification . . . | 13c,         | 11      | Shelf list binders . . .  | 31i,         | 85    |
| manual . . .                  | 13c,         | 11      | N. Y. . . . .             | 31j,         | 85    |
| Pigeon-hole cases . . .       | 47,          | 110     | rules, Lib'y school       | 13a,         | 10    |
| Pins, Bank . . .              | 58c,         | 125     | Shelf pins . . . . .      | 29x,         | 78    |
| Newspaper . . .               | 58,          | 129     | supports, Smith . .       | 29m,         | 77    |
| Shelf . . . . .               | 29x,         | 78      | Shelving . . . . .        | 29,          | 77    |
| Plain cards . . . . .         |              | 29      | Size card . . . . .       | 29s1,        | 78    |
| Pockets, Acme . . . .         | 39c1,        | 96      | rule . . . . .            | 29s2,        | 78    |
| Card . . . . .                | 39c,         | 96      | Sizes of cards . . . .    |              | 28    |
| C. C. . . . .                 | 39e,         | 97      | Slide cases . . . . .     | 22, 22 & 39  |       |
| Portfolio scrap book . .      | 44b,         | 102     | Slip trays . . . . .      | 25b,         | 65    |
| Press copying . . . .         | 62,          | 132     | Slips, Binding . . . .    | 35x,         | 92    |
| Printed guides . . . .        | 24f, 24 & 25 |         | Call . . . . .            | 34b,         | 90    |
| labels . . . . .              | 24v, 26 & 65 |         | Order . . . . .           | 35u,         | 90    |
| library catalogs . .          |              | 122     | Sale duplicate . . .      | 35z,         | 91    |
| shelf labels . . . .          | 37,          | 93      | Sloping slip case . . .   | 25a,         | 66    |
| Publication department .      |              | 4       | Smith shelf support . .   | 29m,         | 77    |
| Punches, Conductors' . .      | 61p,         | 130     | Sponge cup . . . . .      | 66s,         | 133   |
| Punching cards . . . .        |              | 28      | Spring back binders . .   | 46a,         | 106   |
| Reading for the young . .     | 11a,         | 6-7     | clasps . . . . .          | 58,          | 129   |
| Reading-room chairs . . .     | 77,          | 152     | Stack, L. B. steel . . .  | 21s,         | 17-18 |
| tables . . . . .              | 75,          | 149     | Stamp, Embossing . . .    | 26m,         | 71    |
| Reading stand . . . . .       | 86e2,        | 167     | ink . . . . .             | 26n3,        | 71    |
| Regent files . . . . .        | 48x,         | 116     | pad, Gelatine . . .       | 26n2,        | 71    |
| filing cabinets . .           | 48x,         | 117-119 | Stamps . . . . .          | 26,          | 67    |
| Relativ index . . . . .       | 12,          | 9       | Accession . . . . .       | 26i2,        | 70    |
| Removal cards, Catalog .      | 32m7,        | 89      | Book number . . . .       | 26j,         | 70    |
| Revolving book cases, Dan-    |              |         | Dating . . . . .          | 26,          | 67-69 |
| ner . . . . .                 | 73,          | 138     | Numbering . . . . .       | 26i4,        | 69    |
| Revolving book cases, Sar-    |              |         | Rubber . . . . .          | 26,          | 67-69 |
| gent . . . . .                | 73s,         | 143     | Self-inking . . . . .     | 26,          | 67-68 |
| Revolving shelf pins . . .    | 29x,         | 78      | Stand, Copying press . .  | 62s,         | 132   |
| Rods, Lock . . . . .          | 24i, 26 & 65 |         | Standing desk outfits . . | 22,          | 43    |
| Rotary book cases . . . .     | 73s,         | 143     | Stands, Dictionary . . .  | 86,          | 163   |
| Rubber bands . . . . .        | 57,          | 129     | Steel eraser . . . . .    | 63e,         | 133   |
| chair tips . . . . .          | 29c,         | 76      | stack, . . . . .          | 21s,         | 17-18 |
| dates . . . . .               | 26a,         | 67      | Step and handle, Bracket  | 29a,         | 76    |
| erasers . . . . .             | 63a,         | 133     | Steps, Folding . . . . .  | 79a,         | 159   |
| stamps . . . . .              | 26,          | 68      | Study chairs . . . . .    | 77,          | 15    |
| Rule, Size . . . . .          | 29s2,        | 78      | table . . . . .           | 76,          | 152   |
| Rules, Card catalog . . .     | 13a,         | 10      | Subject index, Harvard .  | 11h,         | 8     |
| Eclectic card . . . .         | 13e,         | 12      | Supply department . . .   |              |       |
| Lib'y school accession        | 13a,         | 10      | Supports, Book . . . . .  | 28,          | 72-74 |
| Lib'y school shelf list       | 13a,         | 10      | Shelf . . . . .           | 29m,         | 77    |
| Linderfelt . . . . .          | 13e,         | 12      | Table fastener . . . . .  | 29z,         | 78    |
| Ruling cards . . . . .        |              | 28      | rest . . . . .            | 86h,         | 168   |
| Safe outfits . . . . .        | 22,          | 45      | Tables, Reading-room . .  | 75,          | 149   |
| Sale duplicate slips . . .    | 35z,         | 91      | Study . . . . .           | 76,          | 150   |
| Sargent's Reading for the     |              |         | Thesis paper . . . . .    | 53,          | 124   |
| young . . . . .               | 11a,         | 6-7     | Trade cards . . . . .     |              | 30    |
| Sargent rotary cases . . .    | 73s,         | 143     | Transfer cases . . . . .  | 48g,         | 119   |
| Scrap book, L. B. . . . .     | 44i,         | 100     | Tray, Book . . . . .      | 21e,         | 16    |
| Portfolio . . . . .           | 44b,         | 102     | outfits . . . . .         |              | 31    |
| Utility . . . . .             | 44u,         | 103     | Trays, Call slip . . . .  | 25,          | 65    |
| box, L. B. . . . .            | 44a,         | 101     | Card . . . . .            | 23,          | 64    |
| Self-inking stamps . . . .    | 26,          | 67      | Truck, Book . . . . .     | 21a,         | 15    |
| Serial blanks . . . . .       | 31r,         | 85      | Typewriter . . . . .      | 88a,         | 170   |
| Shade, Eye . . . . .          | 69e,         | 137     | Utility scrap book . . .  | 44u,         | 103   |
| Shears, Paper . . . . .       | 61,          | 130     | Van Everen numbers . .    | 38b,         | 95    |
| Sheet, Binding . . . . .      | 35y,         | 92      | Waterman's fountain pens  | 85,          | 162   |
| Order . . . . .               | 35v,         | 93      | Weight, Paper . . . . .   | 64,          | 137   |
| Shelf attachment . . . .      | 73,          | 145     | Wood pamphlet cases . .   | 450,         | 105   |
| label holder . . . .          | 29u,         | 79      | Woodruff file holder . .  | 46x,         | 108   |
| labels . . . . .              | 37,          | 93      | Writing paper . . . . .   | 53,          | 123   |
| list . . . . .                | 31i,         | 83      | Zinc guides . . . . .     | 24e, 26 & 64 |       |











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